



Job Description

Job Title:	Director of Development – USD Athletics		
Department:	Athletics	Employment Class:	Full-Time
Status:	Salary Non-Exempt	Location:	Vermillion
Reports to:	Vice President of Corporate & External Affairs	Travel:	50%

Mission

Inspire investment in the University of South Dakota by promoting a culture of leadership, empowerment, and accountability.

Vision

Life-long engagement of alumni to advance the University of South Dakota.

Values

- Y Humility:** not thinking less of yourself but thinking of yourself less.
- O Collaboration:** to be cooperative and work well with others.
- T Innovation:** combining creativity and risk-taking to develop something new and different.
- E Respect:** believing other people, no matter how different from you, are worthy of your consideration and trust.
- S Service:** a focus on enriching the lives of others.

Position Summary

The Director of Development for USD Athletics will support philanthropic efforts by identifying and implementing strategies for success in securing significant philanthropic support for the University of South Dakota athletic priorities. This position is responsible for cultivating meaningful relationships with potential and current Major Gift (\$25,000+) level donors to the University. This position will manage a portfolio of donors and prospective donors and be responsible for facilitating all phases of the gift cycle, including initiating contact, cultivating and moving potential donors to solicitation and closure, writing proposals, and stewarding donors. This position works collaboratively with Athletics leadership, coaches, key volunteers, University leadership and faculty, Advancement staff, and other school representatives to cultivate and solicit donors for USD Athletics.

Essential Duties and Responsibilities

- Develops and manages a portfolio of major gift prospects through the identification, cultivation, solicitation, and stewardship of donors with an emphasis on \$25,000+ gifts to grow the University of South Dakota Athletics program
- Personally solicit assigned donor portfolios through face-to-face visits. Accountable for cultivating relationships of individual and organizational fundraising with a focus on retention, recapture, and growth
- Proactively identify, develop, and deliver engagement opportunities to donors to ensure the maximization of their financial and non-financial support
- Assist with the athletic fund-raising activities, goals, objectives, and strategies for Howling Pack and other fund-raising programs
- Assist with game day hosting and entertainment of specific donors at the various sporting events and venues
- Manage the preparation of written materials for fund-raising purposes including descriptions of gift opportunities, brochures, proposals, gift acknowledgments, and reports to donors
- Work closely and collaboratively with the Vice President of Development and the development team to promote a culture of philanthropy across the University to elevate engagement
- Accountable for meeting or exceeding established monthly and weekly fundraising goals and metrics
- Manage a budget ensuring that expenditures are in compliance and expense reports are prepared and submitted as needed
- Other duties as assigned

Desired Skills & Abilities

- Excellent written, and verbal communication skills, and active listening skills with strong attention to detail.
- Excellent organizational and interpersonal skills, including the ability to manage multiple projects, meet deadlines and work in a fast-paced environment.
- Strong strategic thinking, analytical, and organizational skills with the ability to plan, execute, and follow through.

- Demonstrated ability to carry out effective prospect identification and assessment, engagement and cultivation, solicitation, and stewardship.
- Highly professional and positive demeanor, with the ability to confidently present themselves to high-ranking University officials and donors.
- Knowledge of fundraising, gift acceptance policies, and general information affecting the Foundation's operation.
- Proficient in Microsoft Office Suite or similar software.
- Donor database experience preferred (Raiser's Edge & Paciolan)

Minimum Qualifications

- Bachelor's degree in a related field and demonstrated, successful professional advancement and/or fundraising-related experience, preferably in higher education and college athletics; or any equivalent combination of education and/or experience from which comparable knowledge, skill, and abilities have been achieved
- Three to five years of experience in college athletics or higher education is preferred.
- Ability to travel and work a flexible schedule to include nights and weekends.
- Valid driver's license and safe driving record.

Physical Requirements

Position requires sitting, standing, bending, reaching, and some lifting. Requires manual dexterity enough to operate standard office machines such as computers, telephones, and other office and clerical equipment. A normal range of hearing and vision is required.

Employee Statement of Understanding

The information contained herein is not intended to be an exhaustive list of duties and responsibilities related to this position, nor is it intended to serve as an exhaustive list of required skills and abilities. Duties and responsibilities may be modified, assigned, or reassigned, with or without notice, and for any reason, including, but not limited to, reasonably accommodating individuals with disabilities. Regular attendance is a requirement of this position. This position is strictly at-will, meaning the University of South Dakota Foundation expressly reserves the right to terminate employment at any time, with or without reason, notice, or cause. This at-will employment relationship will remain in full force and effect notwithstanding any changes that may occur in position, title, pay, or other terms or conditions of employment. The University of South Dakota Foundation is an Equal Opportunity Employer.