



## Director of Development - Athletics *Job Description*

*Washburn University Alumni Association and Foundation is committed to building a community of support to continuously strengthen Washburn University and enhance the educational opportunities and experiences of our students. We build life-long partnerships with alumni and friends, and secure, invest, and steward private financial support.*

**Job Classification:** Exempt, Full-time

**Work Schedule:** Mutually determined

**Reporting Relationship: Reports To:** Executive Director of Development

### **Primary Accountability:**

The Director of Development - Athletics (DOD) represents Washburn University Alumni Association and Foundation ("Foundation") in raising funds for the Washburn University Athletic Department. Working collaboratively with the leadership of the Foundation, supported by Foundation staff, the DOD will work daily with the Director of Athletics, coaches and other staff to organize, manage and participate in fund-raising activities with special emphasis on athletic activities. This position is entirely focused on fundraising. As such, the DOD identifies, cultivates, stewards and solicits an active list of prospective individual, institutional and corporate donors.

### **Major Duties:**

- Participate in developing a quantified plan identifying the resource needs of Athletics;
- Coordinate with the Athletic Director and Coaches on fundraising strategies;
- Attend Ichabod Scholarship Fund Board meetings as an ex-officio member, fundraising events, University receptions, community events, athletic events;
- Work closely with Foundation staff on the annual fund drive, special athletic fundraising events, planned giving assets, Raisers' Edge information system and prospect research and management to consistently ensure the integrity of operations and protect the security of the development database;
- Participate in both Foundation and athletic goal-setting sessions, project status sessions, and donor relationship management sessions;
- Maintain knowledge on the full array of gift vehicles available, including outright gifts, trusts, bequests, gifts of property;
- Integrate Athletic Department development activities with university-wide development programs;
- Maintain positive relationships with development peers and athletic department staff;
- Spend not less than 50% of time building relationships and securing major gifts;
- Lead volunteers and staff in producing athletic fundraising events including, but not limited to the Golf Tournament and Athletics Trivia Night;
- Coordinate leasing and scheduling of the football suites;
- Coordinate scheduling of the McPherson Booster Room;
- Attend required and recommended functions and meetings;
- Perform other fundraising duties as assigned.



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### **Qualifications:**

- Bachelor's degree from an accredited university required;
- 5 years progressive professional experience in a high paced work environment required;
- Experience with intercollegiate athletic programs required;
- Demonstrated fundraising experience required;
- Superior oral and written communication skills required;
- Demonstrated ability to work independently with minimal supervision required;
- Strong sense of ethical behavior required;
- Working knowledge of personal computer using common software applications required;
- Ability to travel nationally required; must have acceptable driving background;
- Experience with event management preferred;
- University athletics fundraising preferred;
- Understanding of university development preferred;
- Experience with Raiser's Edge preferred;
- Demonstrated participation in development/advancement organizations (CASE, APRA, NSFRE, AFA, etc.) conferences, workshops, and/or other professional development activities preferred;
- Knowledge of gift processing, valuations, acknowledgement requirements, development cultivation, stewardship fundamentals, and types of gifts preferred;
- Reliable and predictable attendance.

### **Physical Demands:**

- Ability to sit for extended periods of time;
- Ability to read computer screens and mail;
- Ability to unpack and move supplies up to 50 lbs.

### **Work Environment:**

- Professional and deadline-oriented environment in an office setting;
- Interaction with staff and customers.

### **Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.