

<b>Job Title</b>	Assistant Athletics Director for Development
<b>PVN ID</b>	QC-1706-001869
<b>Category</b>	Administrative Services
<b>Location</b>	QUEENS COLLEGE
<b>Department</b>	Athletics and Recreation
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$60,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 08, 2018 (Or Until Filled)

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## General Description

The Assistant Athletic Director for Development leads, plans, and executes fundraising initiatives for the Athletic Department, reporting to the Associate Athletic Director for Development. The Assistant AD cultivates and manages a portfolio of 100 donors and prospective donors with the inclination and capacity to make significant major gifts to Queens College. This position is primarily focused externally on the prospecting and cultivation of special program donors and develops strategies to build and strengthen relationships with prospects and the College. The director works closely and collaborates with the Athletic Director, Institutional Advancement staff and Foundation staff to best support the College's priorities and strategic initiatives through philanthropic giving.

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## Other Duties

- Research, recommend and implement a data collection software to manage and update alumni demographic information.
- Develop and implement comprehensive cultivation, solicitation, and stewardship strategies for individual prospects assigned. Work both independently and in concert with senior officers, other colleagues, and volunteers to implement strategies including direct solicitation of gifts.
- Promote maximum involvement with and giving to the Athletic Department, including annual, from a portfolio of 100 identified prospects.
- Develop solicitation and closure strategies of major gifts aligned with the Athletic Department and College fundraising priorities and campaigns, measured against the attainment of personal metrics associated with the position.
- Devise individualized involvement/engagement strategies for all prospects using a "top-down" approach to ensure that highest rated prospects receive the most attention.
- Partner with the Institutional Advancement Office to devise an overall strategy for cultivating, soliciting and

stewardship of planned gift donors.

- Work closely with the Athletic Director and Institutional Advancement staff to clearly identify and communicate philanthropic priorities for the Athletic Department and staff the Athletic Director in his/her philanthropic contacts.
- Review and analyze the currently identified prospect pool to assess accuracy of research, and amend and expand as appropriate.
- Advise the Athletic Director on prospect management issues, challenges, and opportunities that affect the division's effectiveness.
- Schedule appointments and oversee the preparation of necessary materials, including funding proposals, briefings for senior staff and alumni when necessary, and scheduled stewardship reports, for all assigned prospects. Identify prospects to participate in specific events, committees, or other programs that promote the cultivation process.
- Partner with Donor Relations office to ensure stewardship is provided to donors on existing endowment and current-use funds.
- Respond quickly and effectively to strategic opportunities for increased prospect engagement.
- Provide support and guidance for development, athletic advisory committee(s) or booster group(s) associated with the Athletic Department, to ensure department-based fundraising initiatives are aligned with Foundation fundraising expectations.
- Participate in signature events at the University that provide opportunities for strategic engagement with prospects and donors, including but not limited to Homecoming Weekend, Athletics Hall of Fame, and athletic events.

## Qualifications

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The ability to demonstrate leadership, take initiative, problem-solve, act independently and as a member of a team, successfully collaborate, handle multiple tasks simultaneously, and prioritize. Also should demonstrate strategic thinking, good judgment, maturity, personal integrity, strong interpersonal skills, accuracy, and attention to detail. Excellent communication skills required, with the ability to present information concisely and effectively, both verbally and in writing. Some travel, as well as evening/weekend work, is required. Thorough knowledge of Microsoft Office including Excel, email products, and web browsers required.

Additionally, a bachelor's degree is required. A minimum of five years of development experience, preferably in higher education, is desired. The successful candidate will demonstrate measurable success in closing gifts (\$10-25k) from alumni, friends, or organizations, and/or success in generating annual fund leadership gifts.