

## MAJOR GIFT OFFICER FOR ATHLETICS

### JOB SUMMARY/OBJECTIVE

The Major Gift Officer for Athletics is a fundraising position. Included in the daily operations of the Major Gift Officer for Athletics are components of the day-to-day fundraising initiatives of the University, including donor research and identification, cultivation, solicitation, and maintenance/stewardship.

The Major Gift Officer for Athletics primary function and performance indicator is successful attainment of funds raised for the athletic programs, the Annual Scholarship Fund goal each year, and a corollary function is operational support of other initiatives of the University. The Major Gift Officer for Athletics reports directly to the Director of Development.

### DUTIES AND RESPONSIBILITIES

- Develop annual goals that are in concert with all Development Staff for fund raising and evaluate goal attainment.
- Cultivate prospects, solicit annual gifts and provide stewardship of donors.
- Manages a portfolio of Athletics and Annual Fund personal solicitations with a goal of upgrading donors to high levels of giving.
- Responsible for completing 10-15 personal visits per month to prospects and donors.
- Collaborate, communicate and work effectively with staff, administrators, faculty, students, donors and prospects.
- Cultivate and increase dependable donor support for all athletic programs.
- Enlarge membership within the Aerie Club by cultivating new members and maintaining current members in support of the athletic budget.
- Develop and maintain stewardship of Aerie Club members through public relations.
- Maintain corporate sponsorship renewals and seek new sponsorships for athletics.
- Maintain an appropriate work climate that will encourage and foster the achievement of individual goals for staff members and departmental goals.
- Work with athletic coaches on achieving fundraising goals for each sport.
- Work with athletic director and coaches to ensure donors are appropriately thanked and stewarded for donations.
- Responsible for fundraising efforts with athletic teams utilizing E-Team Sports or other software options.
- Possess personal work habits that include judgment, initiative, organization and time management, communication, reliability, positive work relations with others, knowledge of university policies and procedures, adaptability and flexibility and attendance.
- Perform other duties as assigned.

### SKILLS AND ABILITIES

- Experience working with CRM Advance, Microsoft Office Word Pro, Excel and PowerPoint.
- Excellent organizational ability, high level of accuracy, attention to detail.
- Excellent interpersonal skills, with the ability to work independently and as part of a team.
- Effective communication skills.

- Able to prioritize and manage multiple tasks simultaneously and with minimal supervision.
- Enjoy working with college students.
- Travel is required, as is evening and weekend work as necessary.

## QUALIFICATIONS

- Bachelor's degree required.
- Five years of experience in development, external relations or relevant experience.
- High level of project management and organizational skills required.
- Ability to work with a wide range of campus departments and relate well to the public.

*Other job-related education and/or experience may be substituted for part of these qualifications.*

***University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.***

## ABOUT UNIVERSITY OF THE OZARKS

Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of teaching and working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs and other campus initiatives. For more information about University of the Ozarks, visit [www.ozarks.edu](http://www.ozarks.edu).

## APPLICATION PROCEDURES

Review of applications will begin immediately and will continue until the position is filled. Please send a letter of application; resume; and contact information for three references to: [humanresources@ozarks.edu](mailto:humanresources@ozarks.edu)