

Associate Director of Development, Major Gifts, Intercollegiate Athletics

Description

The Associate Director of Development cultivates and solicits individual donor prospects in a defined Region that are capable of giving in excess of \$50,000.

The Associate Director manages and develops a portfolio of 150-200+ prospects and donors securing major and planned gifts of \$50,000 or more on behalf of Michigan State Athletics and will work closely with other athletic department leaders, coaches and development colleagues to coordinate and collaborate in order to maximize gift potential for intercollegiate athletics and Michigan State University.

Frequent travel out of state may be required as well as regular participation in evening and weekend activities.

Qualifications

REQUIRED

Knowledge equivalent to that which normally would be acquired by completing a four-year college degree program in Communications, Public Relations, Marketing and/or Business; three to five years of related and progressively more responsible or expansive work experience in public relations, volunteer administration, professional and higher education or athletic fund raising, marketing or related field; or an equivalent combination of education and experience.

Available to manage 50% travel, including evenings, weekends, and holidays, when needed.

Must have a valid driver's license.

DESIRED

Bachelor's degree required.

Seven or more years of development or relevant experience, with at least five years of major gift experience.

Knowledge of laws, practices, philosophy, and ethics of charitable giving.

Demonstrated track record of financial development and/or productivity in a complex work environment.

Excellent oral and written communication skills.

Experience in athletics, and/or higher education preferred.

Demonstrated ability to work within a campus culture that includes a diverse array of personalities.

Ability to multi-task and manage time effectively in a fast moving environment.

Positive attitude with strong interpersonal skills.

Proven ability to work autonomously, collaboratively and within a team structure.

Experience with “Moves Management” or related strategic relationship development.

How to apply

If you have any questions regarding this position, please contact Pat Karam, Recruitment Manager at karampat@msu.edu.

Candidates must submit an application and resume through the Michigan State University Human Resources web-based system, the URL for this website is www.advancement.msu.edu. Please indicate the position number 583859 when submitting your application.

MSU is an affirmative action, equal opportunity employer.

MSU is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.