Assistant or Associate Athletic Director for Development

Posting #:
4046

Department Description:

As part of the University of San Diego, a Roman Catholic University, the Department of Intercollegiate Athletics is committed to advancing academic and athletic excellence and enhancing students' lives while promoting the University of San Diego.

University Description:

The University of San Diego, a contemporary and engaged Roman Catholic institution, was founded by the Diocese of San Diego and the Society of the Sacred Heart in 1949. Governed by an independent board of trustees since 1972, USD remains committed to a liberal arts education grounded in the Catholic intellectual tradition and the pursuit of truth, goodness and beauty. Inspired by this centuries old tradition of Catholic higher education, the University welcomes people of all faith traditions and any, or no, religious background. The future success of USD relies on the contributions of those who seek to foster the development of engaged global citizens and an earnest confrontation of humanity’s urgent challenges.

Detailed Description:

The Assistant/Associate Athletics Director of Development is responsible for major gift fundraising duties at the University of San Diego. With the Senior Associate Athletics Director in the Athletics Department, this position develops a comprehensive fundraising program for private support from faculty, staff, alumni, parents, friends, corporations, foundations, and individuals in the San Diego community and across the country to solicit donors at all levels of giving to the university but with particular emphasis on major gifts. Major gifts include those cash or property gifts of $25,000 or more. The director develops strategies for identification, cultivation, solicitation, and stewardship of donors for all Athletics fundraising priorities at the university.

SUPERVISION RECEIVED: This position will report to the Senior Associate Athletics Director. SUPERVISION EXERCISED: This position may provide work direction to support staff as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The responsibilities described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

Major Gift Officer
• Initiate, cultivate, solicit and steward all assigned and major gift prospects for all approved fundraising priorities for USD Athletics; actively cultivate a portfolio of major giving donors.

• Identify priority prospects annual, special, and major gift prospects and implement fundraising strategies.

• Develop cultivation and solicitation strategies for assigned prospects.

• Achieve fundraising goals as established by the Senior Associate Athletics Director for specific metrics, including but not limited to dollars raised, contacts made, and proposals submitted; meet established capital campaign goals.

• Develop relationships with alumnae, parents, faculty, staff, and friends leading to solicitation of gifts that will result in increasing both the number and amount of contributions.

• Work closely with the Offices of Advancement Services, Foundation Relations, Alumni Relations, Parent and Family Relations, and other directors of development throughout the university to identify new qualified major gift prospect alums, parents, friends, faculty, corporations, and foundations.

• Work closely with the Office of Planned Giving to secure deferred and estate gifts.

• Work closely with the assistant vice president of Advancement Operations to identify new, qualified President Club and major gift prospects.

• Write proposals for major gift requests for capital project naming opportunities, unrestricted giving, sport-specific support, and other priorities as determined by Senior Associate Athletics Director.

• Develop and enhance relationships with alumni, parents and friends of the University of San Diego and engage them for philanthropic support through in-person visits and attendance/participation in campus activities and regional events.

• Identify and coordinate the efforts of volunteers and other staff members to be involved in the cultivation and solicitation process, as appropriate.

• Work cooperatively with all fundraising staff and directors at the university; develop relationships with colleagues at peer institutions.

• Fully comply with the university’s prospect management / move management system including the filing of donor/prospect Contact Reports.

• Attend conferences and professional development seminars to stay current with fundraising strategies and best practices.
• Participate in San Diego community events and activities as needed.

Special Conditions of Employment:

The University of San Diego is requiring all employees to follow our Covid-19 vaccine requirement process. https://www.sandiego.edu/onward/

Background check: Successful completion of a pre-employment background check.

Degree Verification Requirement: Persons offered employment in this position will be required to provide official education transcripts for degree verification purposes.

Job Requirements:

Minimum Qualifications:

• Bachelor’s degree required.
• Minimum of five years’ professional experience, and two years’ fundraising experience or related, including demonstrable management and administrative skills; experience in higher education preferred.
• Proven record of knowledge in the full spectrum of philanthropic fund development, including special gifts, major gifts, capital campaigns, annual giving, special events, prospect research, proposal development, and gift planning.
• Demonstrated ability to cultivate, solicit, close, and steward major gifts. Excellent oral and written communication skills, including public speaking; ability to communicate positively and effectively with a diverse audience.
• Strong professional interpersonal skills and demonstrated ability to work collaboratively with faculty, advancement professionals, academic administrators, senior executives, coaches, volunteers, and trustees of the university.
• Must exhibit attention to detail with excellent organizational and time management skills; remain professional under pressure.
• Ability to recruit, organize, and manage salaried or volunteer personnel as well as direct any individuals or committees of influence and affluence in fundraising protocols and competencies.
• Protect confidentiality in all communications regarding proposed and consummated gifts.
• Willingness and ability to work evenings and weekends.
• Willingness and ability to travel.
• Must be friendly and personable.

Preferred Qualifications:

• Playing experience or participation in intercollegiate athletics preferred.

Knowledge, Skills and Abilities:
• Commitment to working as a member of a team and collaborate with colleagues.
• Strong sense of integrity and ethical conduct.
• Cultural competency and sensitivity a must; ability to understand different cultural contexts and viewpoints, demonstrate respect for others, adapt to different cultural settings; and accept cultural differences.
• Demonstrated ability to inspire confidence, to motivate, and to persuade.
• Strong managerial and leadership skills.
• Knowledge of constituencies sufficient to render credibility in assessing fitness of prospects for major gifts.
• Ability to anticipate, recognize, and solve problems.
• Ability to organize time effectively, establish priorities, set and meet goals, and manage a large number of tasks simultaneously.
• Ability to handle confidential and sensitive information with tact and discretion.
• Knowledge of trends and issues in higher education, NCAA, philanthropy, and the Roman Catholic Church.
• Knowledge of Microsoft Office applications; ability to become proficient with new technologies and CRM platforms.
• Knowledge of USD’s policies and procedures.

**Special Conditions of Employment:**

Athletics Development is a complex division with various responsibilities to the university-at-large, various institutional constituencies, the president, senior administrative staff, and the Board of Trustees. This employee’s personality and temperament are just as important as any particular skill. This employee must have the ability to maintain a professional demeanor, utilize tact and discretion, and maintain the strictest confidentiality.

**Tools and Equipment Used:**

Personal computer, Microsoft Office applications, database and reporting systems (BSR Advance, Cognos, Sharepoint), internet applications (iModules) and search engines, telephone, fax, and other related office equipment.

**Posting Salary:**

$6,806.66 - $12,932.58 per month; Excellent Benefits

The University of San Diego offers a very competitive benefits package including; medical, dental, vision, a retirement contribution given to you by the University, and access to on-campus Fitness Centers. Please visit the benefits section of our website to view all of the perks and benefits that USD has to offer.

http://www.sandiego.edu/hr/benefits//
The range provided in this job posting is the full range of the position grade and not necessarily reflective of actual compensation that may be offered or earned, nor a promise of any specific pay for any specific employee, which is always dependent on actual experience, education and other factors including departmental budget.

Special Application Instructions:

Resume and Cover Letter Required

Click Apply Now to complete our online application. In addition, please upload a cover letter and resume to your application profile for the hiring managers’ review. If you have any questions or difficulties please contact the Employment Services Team at 619-260-6806, or email us at jobs@sandiego.edu

Additional Details:

**Hours:** 40 hours per week

**Closing date:** Open until filled

**Note:** External job postings will be up for at least five days. After that time, applications will be reviewed by the hiring manager/committee throughout the posting period. A candidate may be selected at any time which could then close this posting on a date earlier than listed.

The University of San Diego is an equal opportunity employer committed to diversity and inclusion and is especially interested in candidates who can contribute to the diversity and excellence of the campus community.

The University of San Diego is a smoking and tobacco-free campus. For more information, visit http://www.sandiego.edu/smokefree

**Advertised:** September 19, 2022

**Applications close:** Open until filled

**To apply, visit** [https://apptrkr.com/3854251](https://apptrkr.com/3854251)

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