

Associate Athletics Director for Donor Engagement and Operations (Administrator I)

Job No: 555291

Work Type: Management (MPP)

Locations: Southern California: San Diego

Categories: Bargaining Unit: MPP, Appointment Type: At-Will, Job Search Category/Discipline: Fundraising & Alumni Relations, Time Basis: Full Time, Job Search Category/Discipline: Marketing/Communications, Workplace Type (Exclude Inst Fac): On-site (work in-person at business location)

Position Summary

The **Associate Athletics Director for Donor Engagement & Operations** is a senior leader within SDSU's Division I Athletics Department working in close partnership with University Relations and Development (URAD) to create exceptional donor experiences and drive operational excellence. This role leads strategic engagement efforts, oversees donor operations, and plays a key role in advancing a comprehensive athletics campaign that supports student-athlete success, facilities, and long-term program growth.

Key Responsibilities:

• Donor Engagement & Stewardship

- Develop and implement strategies to strengthen donor relationships, satisfaction, and philanthropic impact.
- Lead high-profile donor events and premium engagement experiences.
- Serve as a primary liaison for high-level donors and partner with development officers to align engagement with major gift strategies.

• Operational Leadership

- Oversee donor engagement operations, including staff management, budget management, and resource allocation.
- Manage donor benefits, premium seating, hospitality programs, and related policies.
- Partner with Gift Administration to ensure accurate gift processing, documentation, and effective use of engagement technology platforms.

• Collaboration & Campaign Support

- Partner across Athletics, University Development, Alumni, and external vendors to deliver integrated donor experiences.

- Support campaign initiatives through strategic engagement and event activation.

- **Marketing & Team Leadership**

- Direct donor-facing communications and ensure consistent branding and messaging across all donor engagement channels.
- Foster a high-performing, service-oriented team culture.

Why Join Us?

- **Drive Meaningful Impact**

- Support Division I student-athletes and help advance initiatives that shape the future of SDSU Athletics.

- **Lead During a Transformational Campaign**

- Play a central role in a comprehensive athletics campaign focused on legacy-building and long-term excellence.

- **Collaborative Leadership Environment**

- Work alongside dedicated colleagues in Athletics and University Relations and Development, Alumni Relations, and external vendors to elevate the donor experience.

Position Information

- This is a full-time, at-will role, offering comprehensive benefits.
- Position is designated exempt under FLSA and is not eligible for overtime compensation.
- Standard SDSU work hours are Monday - Friday, 8:00 a.m. to 4:30 p.m., but may vary based on operational needs. (Ability to work evenings, weekends, and occasional travel.)
- The individual hired into this role will work on campus at SDSU in San Diego.

Department Summary

Units of URAD work together to create enduring relationships with alumni, parents, donors, students and the community to generate private support for SDSU students, faculty and a diverse number of programs. URAD handles a range of services encompassing stewardship, events, gift administration, communications and more. The departments of Development, SDSU Alumni, Planned and Annual Giving, Special Events and Donor Relations, Marketing and Communications, Financial Management, Data Management, Prospect Research and Management and Operations are making a tangible difference in the lives of more than 40,000 students.

SDSU has been recognized several times for its exceptional development program by the Council for Advancement and Support of Education (CASE). With the support of loyal donors and in collaboration with SDSU's visionary faculty and staff, the university cultivates lifelong relationships with more than 500,000 alumni, friends, and community members—advancing SDSU's mission for generations to come.

The Department of Athletics, utilizing the services of over 150 employees, is responsible for the intercollegiate athletics program at San Diego State University. Currently, there are 18 sport programs, approximately 425 student-athletes, and 17 offices in the department. The offices include the following: The Aztec Club, Administration, Athletic Medicine, Business Office, Compliance, Corporate Sales, Development, Equipment, Event Management/Facilities and Operations, Human Resources, Information Technology, Marketing, Media Relations, Strength and Conditioning, Student-Athlete Academic Support Services, Ticket Office, and Video.

For more information regarding the Athletics department, <https://goaztecs.com/>.

Education and Experience

A bachelor's degree is required. Candidates should bring a minimum of five years of progressive experience in donor relations, athletics administration, or a closely related field, with demonstrated success in cultivating relationships and supporting organizational goals.

Key Qualifications

- Demonstrated knowledge of NCAA, conference, and University rules, with a proven commitment to compliance, institutional control, ethical conduct, and timely reporting of violations.
- Record of exercising sound judgment, discretion, and integrity in a highly regulated collegiate athletics environment.
- Proven experience engaging donors with credibility, professionalism, and sound judgment.
- Demonstrated operational mastery with strong attention to detail and follow-through.
- Demonstrated success working collaboratively and adapting to changing priorities in a fast-paced environment.
- Demonstrated commitment to advancing collegiate athletics and student-athlete success.
- Experience in event planning, project management, and cross-functional collaboration.
- Success in fostering a high-performing, service-oriented team culture.
- An advanced degree in a related field is preferred.

- Demonstrated success in translating organizational vision into actionable plans and measurable results is preferred.
- Experience with Ellucian and TicketMaster or similar CRMs is preferred.

Licenses/Certifications Required

Valid California Driver's License or the ability to obtain one within 30 days of hire.

Compensation and Benefits

At San Diego State University, we value our team members and offer a competitive salary that reflects your qualifications and experience. But that's just the beginning! Our exceptional <https://hr.sdsu.edu/benefits/core-benefits> is designed to support your well-being and work-life balance:

- **Generous Leave Benefits:** Enjoy 15 paid holidays, 24 vacation days, and 12 sick days per year.
- **Retirement Security:** Benefit from a CalPERS defined benefit pension plan, with reciprocity with the UC Retirement Plan, plus retiree healthcare benefits.
- **Comprehensive Health Coverage:** Access a variety of health, dental, and vision plans at no or low cost to you.
- **Educational Opportunities:** Take advantage of the California State University system fee reduction program for yourself or a qualified dependent.
- **Voluntary Benefits:** Opt into additional benefits like Auto & Home Insurance, Life and Disability Insurances, a Legal Plan, Pet Insurance, and the ScholarShare 529 Plan for college savings.

The expected hiring salary for this position ranges from \$100,000 to \$115,000 annually.

SDSU Values

At SDSU, our diversity gives us power and benefits every single member of our community. Consistent with California law and federal civil rights laws, SDSU provides equal opportunity for all in education and employment. We encourage all members of our community to purposefully learn from one another through open and respectful dialogue and responsible engagement. We strongly preserve the right to free expression and encourage difficult conversations that help lead to improved individual and community learning and cohesion.

<https://www.sdsu.edu/community-principles>

At San Diego State University, we are a community of diverse individuals who have and represent many perspectives, beliefs, and identities. This diversity lends our community strength, and we commit to creating and sustaining an inclusive and intellectually vibrant environment that benefits all members of our university.

SDSU's Principles of Community is an aspirational statement that is intended to evolve over time. The statement reflects the ideals we are encouraged to uphold in our interactions with one another.

Equal Opportunity and Excellence in Education and Employment

All university programs and activities are open and available to all regardless of race, sex, color, ethnicity or national origin. Consistent with California law and federal civil rights laws, San Diego State University (SDSU) provides equal opportunity in education and employment without unlawful discrimination or preferential treatment based on race, sex, color, ethnicity, or national origin. Our commitment to equal opportunity means ensuring that every student and employee has access to the resources and support they need to thrive and succeed in a university environment and in their communities. SDSU complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the California Equity in Higher Education Act, California's Proposition 209 (Art. I, Section 31 of the California Constitution), other applicable state and federal anti-discrimination laws, and CSU's Nondiscrimination Policy. We prohibit discriminatory preferential treatment, segregation based on race or any other protected status, and all forms of discrimination, harassment, and retaliation in all university programs, policies, and practices.

SDSU is a diverse community of individuals who represent many perspectives, beliefs and identities, committed to fostering an inclusive, respectful, and intellectually vibrant environment. We cultivate a culture of open dialogue, mutual respect, and belonging to support educational excellence and student success. Through academic programs, student organizations and activities, faculty initiatives, and community partnerships, we encourage meaningful engagement with diverse perspectives. As a higher education institution, we are dedicated to advancing knowledge and empowering individuals to reach their full potential by prioritizing inclusive curriculum development, faculty and staff training, student mentorship, and comprehensive support programs. At SDSU, excellence is built on merit, talent, diversity, accessibility, and equal opportunity for all.

Supplemental Information

Apply by March 11, 2026, to ensure full consideration. Applications submitted after this date will be reviewed on an as-needed basis, and the position will remain open until filled.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

San Diego State University is not a sponsoring agency for staff or management positions (e.g., H-1B visa). Applicants must currently be authorized to work in the

United States on a full-time basis. Offers of employment are contingent upon the presentation of documents that demonstrate a person's identity and authorization to work in the United States, which are consistent with the provisions of the Immigration Reform and Control Act.

A background check (including a criminal records check) must be completed satisfactorily and is required for employment. SDSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current SDSU employee who was conditionally offered the position.

SDSU is a smoke-free campus. For more information, please click http://newscenter.sdsu.edu/smoke_free/policy.aspx.

Reasonable accommodations will be provided for qualified applicants with disabilities who request an accommodation by contacting Livia Peeples at lpeeples@sdsu.edu.

To apply, visit <https://apptrkr.com/6955896>

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