



The University of Michigan Athletic Department

JOB DESCRIPTION

Working Title: Associate Director, Development

Supervisor Name: Chrissi Rawak

Supervisor Title: Senior Associate Athletic Director, Development

Department Area: Development

Full Time or Part Time: Full Time

Exempt or Non-Exempt: Exempt

JOB SUMMARY

The Associate Director, Development identifies, cultivates and solicits individual donor prospects that live in a defined territory (Mid-Western Region, with a specific focus on Indiana, Ohio and West Michigan), and are capable of giving in excess of \$100,000.

The Associate Director, Development manages and develops a portfolio of 200+ prospects and donors securing major and planned gifts of \$100,000 or more on behalf of Michigan Athletics and will work closely with other athletic department leaders, coaches and development colleagues in a decentralized development environment.

Frequent travel is required as well as regular participation in evening and weekend activities..

JOB DUTIES/RESPONSIBILITIES

- Develop and manage a portfolio of 200 major gift prospects focusing on solicitations of \$100,000 and above with mature prospects. Emphasis on portfolio and program building is to be expected in the first 2 years
- Conduct at least 180 strategic moves with prospects and donors per year, and participate in a minimum of 25 solicitations per year
- Gather data, assess prospects, and develop strategies designed to realize the current and life-time giving potential of individual prospects
- Ensure consistent and appropriate contact, facilitate or make solicitations, and ensure effective stewardship
- Aggressively identify, and formally qualify, new major and planned gift prospects by developing and executing long-range and short-range strategies and plans to identify, cultivate, solicit and steward prospects, producing a continuous stream of donors capable of making gifts of \$100,000 or more to Michigan Athletics
- Partner with the Athletic Development colleagues to develop, plan and execute a successful capital campaign

Develop and maintain strong relationships with academic and other unit colleagues on campus, by demonstrating leadership in the development community

- Through collegial consultation and cooperation, demonstrate and be a model of collaboration in the U-M development community, while representing the Athletic Department's values and its unique role at the University of Michigan.

- Coordinate and facilitate activity that will directly result in prospect identification, engagement and successful solicitations, including advising executive officers, deans and development colleagues on the culture, expectations and needs of the University's constituents.
- Prepare an annual plan in consultation with school and unit-based colleagues with an emphasis on adding value to their efforts in Mid-Western region.
- Develop and maintain an astute awareness of social, business, and philanthropic cultures within the Mid-Western Region, and serve as an expert liaison for Michigan Athletics community.
- Have a comprehensive understanding of the Michigan Athletics priorities and make a persuasive verbal and written case for supporting key programs and projects, effectively matching the interests of prospects to specific Athletics Department needs

Volunteer management and additional responsibilities:

- Assist with volunteer structures in recruiting and sustaining strong volunteer network to assist in prospect identification, cultivation, and solicitation, as well as to provide expanded opportunities for key prospects to engage with Michigan Athletics and the University as a whole
- Support 2-4 sports, coaches and their staff with their fundraising plans, initiatives and efforts
- Participate in Athletic Development events as appropriate this includes but is not limited; to home and away football game activities, on and off-campus donor activities, other athletic events, etc...
- Perform other duties as required or assigned.

QUALIFICATIONS

REQUIRED

- Bachelor's degree required
- Five or more years of development experience, with at least two years of major gift experience. Experience in athletics and/or higher education preferred
- Sound knowledge of laws, practices and philosophy of charitable giving
- Demonstrated track record of financial development and/or sales productivity in a complex work environment
- Excellent oral and written communication skills with an entrepreneurial mindset
- Demonstrated ability to work within a campus culture that includes a diverse array of personalities, and cohesively manage conflicting expectations
- Available to manage 50% travel, including evenings, weekends, and holidays, when needed
- Positive attitude with strong interpersonal skills