

**COLORADO STATE UNIVERSITY
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS**

**POSITION ANNOUNCEMENT
ASSOCIATE DIRECTOR OF DEVELOPMENT-DENVER**

MINIMUM QUALIFICATIONS: Bachelor's degree required; minimum of five years of major gift fund-raising experience or related work experience required

DESIRED QUALIFICATIONS: 1) experience working in a university/higher education environment; 2) ability to work autonomously, establish priorities and follow-up in a timely manner strongly preferred; 3) excellent interpersonal and verbal/written communication skills strongly preferred; 4) strong computer skills and familiarity with spreadsheet and database systems strongly preferred (e.g., Microsoft Word/Excel/Office/Access/ PowerPoint, Advance, Paciolan); 5) work experience that demonstrates an understanding of deferred gifts and estate planning issues preferred; 6) familiarity with the Denver market preferred; 6) fundraising or related work experience within intercollegiate athletics; and 7) travel, evening and weekend work required including attending Denver events as available.

RESPONSIBILITIES: The Associate Director of Development-Denver works in conjunction with the Associate Athletic Director of Development to: (1) Identify, cultivate and steward annual and major gifts for Athletics and secure overall support for scholarships and capital gifts such as the new, on-campus stadium (2) Develop and manage a personal prospect list of approximately 100 potential major gift donors; (3) Work collaboratively with the Department of Athletics, University Advancement, CSU Alumni Association and the CSU Foundation to maximize fundraising success in Denver; (4) Prepare and submit timely contact reports; prepare written proposals, background reports and other development materials for use during donor cultivation and solicitation; (5) Develop, organize and work with Denver area-based Ram Club volunteers as necessary and appropriate to create and develop new annual and major gift opportunities and enhance the Department of Athletics donor base; (6) Work with Associate Athletic Director of Development to establish short and long term fundraising goals for the Denver area; (7) Assist in the Athletic public relation and marketing efforts in the Denver area; (8) Perform other duties as may be assigned by the Associate Athletic Director of Development.

POSITION: Full-time, 12-month administrative professional position reporting to the Associate Athletic Director for Development; full University benefits; salary commensurate with experience and qualifications; includes some evening, weekend and holiday work and travel. The Athletic Development office has dual reporting to both the Athletic Director and the Vice President for University Advancement.

SALARY: 85,000-95,000

DEADLINE: Applications will be accepted until the position is filled. For full consideration, applications must be received no later than 5:00 p.m. (MDT) **Monday, February 27, 2012**. Only electronic applications will be accepted and should be sent to

<https://advancing.colostate.edu/ASI/EMPLOYMENTX>. Applications must include a letter addressing minimum and preferred qualifications and a detailed resume with verifiable fundraising success. Resume must list name, address, phone number, e-mail address, and three pertinent references with complete contact information on each.

For questions regarding this position, please contact the Search Chair Mr. Rudy Garcia at Rudy.Garcia@colostate.edu.

For additional information about Colorado State University, consult the University's web site at <http://jobs.colostate.edu/>

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BACKGROUND CHECKS: Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.