

ASSOCIATE DIRECTOR FOR ATHLETIC DEVELOPMENT

Lafayette College offers an outstanding opportunity for a motivated and collaborative individual to become part of an energetic development team. Lafayette is a highly selective, liberal arts college with an endowment ranked in the top 2% nationally of independent colleges. It is an NCAA Division I institution with 23 varsity sports including FCS in football and is a charter member of the Patriot League (Army, Bucknell, Colgate, Holy Cross, Lafayette, Lehigh, Navy, American). As the College is beginning the implementation of an extensive and ambitious strategic plan, the development team is preparing for a comprehensive campaign that will secure the resources necessary to shape and sustain the College's vision for the future. The Assistant/Associate Director of Athletic Development will report to the Director of Major Gifts to assist in the development, implementation and achievement of the goals and objectives of the advancement program, the College's overall strategic plan and the athletic department's fundraising program.

Responsibilities: As a member of a dynamic development team, the successful candidate will:

- * Collaborate with the Director of Major Gifts and Director of Athletics to develop a comprehensive strategy for the annual solicitation of prospects to benefit the College's Athletic Department and specific athletic teams
- * Serve as Executive Director of the Maroon Club. Serve as a liaison between Development and the athletic coaches and staff and work closely with the Maroon Club Executive Committee to meet the Maroon Club's fundraising goals
- * Maintain a major gift prospect portfolio (alumni, parents, friends, business vendors) with a gift capacity of \$25,000+. Plan and develop strategies for the identification, cultivation, solicitation and stewardship of his/her portfolio
- * Coordinate solicitations, executive committee meetings, events, etc. for several athletic friends programs and activities. Devise and implement an athletic fundraising program including annual appeals, endowment and capital related projects. Help to identify prospective committee members for friends of programs. Attend executive committee meetings of the friends of programs.
- * Manage the Maroon Club budget set by the Director of Athletics
- * Plan and execute a detailed fundraising plan for the Maroon Club golf outings
- * Complete a specified number of monthly visits. Must have ability to travel; some nights and weekends required for events and prospect visits
- * Form productive team partnerships with athletics, sports information, the other major gift officers and the development office staff. Attend athletic department staff meetings

Qualifications: Bachelor's degree required. Highly energetic individual with 3-5 years of progressive Development experience, marketing and/or sales (at the intercollegiate level preferred); related varsity athletic experience in other areas considered. The position requires team building, exceptional organizational and analytical thinking skills, a demonstrated capacity to develop relationships with a diverse community, and the ability to engage and motivate prospects and volunteers. Possess strong interpersonal skills necessary for building relationships with external (donors, prospects, Trustees) and internal (faculty, staff, colleagues).

Experience with Microsoft Office is essential as well as familiarity with web based interfaces and fundraising software. Knowledge of and commitment to uphold NCAA and Patriot League rules and regulations are required. A high level of energy, enthusiasm, initiative and sense of humor are essential.

Qualified applicants should submit a cover letter, resume, and three references to: Adam Stauffer, Director of Major Gifts, Lafayette College, 307 Markle Hall, Easton, PA 18042 or email to development@lafayette.edu. Review of applications will begin on February 20, 2012.