

Title: Assistant Director, Athletics

Description

The Assistant Director works with the Athletic Department's Director of Alumni Affairs and Development to oversee the day-to-day operation of the department's annual fund raising and donor recognition programs and plays a key role in coordinating a major component of the department's communication plan; Acts as key liaison between Athletics and the Division of Alumni Affairs and Development; Facilitates achievement of campaign goals while building capacity for future fund-raising efforts. As a member of the College's Alumni Affairs and Development team, coordinates, facilitates, and supports Central University, College and department development and alumni relations efforts. The Assistant Director will serve as a Major Gift Officer and manage the university's relationship with a pool of up to 75 high net-worth individuals. In that capacity he/she will travel to meet with individuals to ascertain capacity/interest, steward relationships and solicit gifts. The Assistant Director will be involved in working with sport specific alumni associations and members of the Cornell Fund staff to coordinate annual fund raising activities that impact the Department of Athletics & Physical Education, through involvement with personal solicitation teams, reunion campaigns, and Tower Club/Leadership gifts activities. The Assistant Director will manage all aspects of the department's student-athlete volunteer phonathon program, including scheduling, creation of pledge cards, coordination with coaches and central development, student-phoner training, pledge record keeping and analysis. The Assistant Director will also assist in conceiving, managing and implementing department related alumni events.

Qualifications

Candidates must have a Bachelor's degree and 2-3 years of experience or equivalent. Prior experience in development, fund raising is preferred. Experience in higher education or similarly complex environment is preferred. Basic understanding of the concepts and principles of nurturing fund raising, campaign/project fund raising and speculative fund raising is strongly preferred. Excellent communication skills, both written and verbal; Effective organizational skills and strong detail orientation; Ability to work independently, as well as collaboratively with individuals across the University including faculty, key alumni, volunteers and executive staff. Must be able to effectively apply the concepts and principles of nurturing fund raising, campaign/project fund raising and speculative fund raising; appropriately handle highly confidential and sensitive information; exercise sound judgment, tact and discretion. Candidate must be able to excel while handling multiple tasks and competing priorities at the same time. Must be able and willing to work occasional weekends, evenings, and to undertake business travel. Must have strong computer skills with proficiency in word processing, spreadsheet, data base, web, and mainframe informational systems.

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