

University of Houston is accepting applications for Assistant Athletic Director Development and Annual Giving

Responsible for the development, implementation and management of Development and Annual Giving for the Department of Athletics.

Development and Annual Giving:

1. Under the direction of the Associate Athletic Director of Development, assists in the planning, budgeting, organizing and implementation of a comprehensive annual Athletic Fundraising Program at the University of Houston that is both strategically and operationally in harmony with the University's overall fundraising goals and objectives for gift support.

2. Under the direction of the Associate Athletic Director of Development, initiates and implements a broad range of annual giving activities described below:

Athletic Gift Prospects and Donors

a. Identifies and analyzes new athletic donor prospects for all individual giving levels, including planned giving, corporate, foundation and matching gift support by working with volunteers and using both central development and the Houston Athletics Foundation.

b. Assists with the development of strategies for obtaining annual, special, major, capital, and planned gift support for the university's athletic programs; implements those strategies.

c. Obtains and maintains a current understanding of the university's academic and athletic strengths and goals so that these can be articulated accurately and enthusiastically through written proposals and personal presentations to prospects, donors and groups.

d. Oversees the administration of a computerized prospect and donor tracking system for the athletic constituency.

e. Assists in administering a full stewardship, pledge and gift acknowledgement system.

Direct Mail and Telemarketing

a. Assists with the planning and implementation of donor contact through direct mail, telethons and marketing programs.

b. Participates in preparing and assisting with the administration of annual Special Events planned for the University of Houston Athletics Foundation and the department.

c. Prepares reports on the status of athletic fundraising for the department as directed or required.

Liaison and Support Activities

- a. Provides fundraising support to university senior professional administrators and volunteers, as assigned by the Associate Athletic Director of Development.
 - b. Works closely with the Houston Athletics Foundation and the University Development Office and Marketing and Promotions to ensure that the Athletic fundraising programs are strategically and operationally in harmony with the department's overall fundraising goals and objectives, for scheduling of events and for utilization of central development resources.
3. Performs other job-related duties as assigned.

Minimum Qualifications:

Requires a 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

Requires a minimum of five (5) years of directly job-related experience.

The University of Houston is an Affirmative Action/Equal Opportunity employer. Minorities, women, veterans and persons with disabilities are encouraged to apply.

All applicants please apply at : <https://jobs.uh.edu> Posting # 067065