

Kennesaw State University Athletic Association is looking to hire a Director of Athletic Development to support the growth of The Owls fund. All applicants must apply via the KSU Human Resources website at:

<https://kennesaw.hiretouch.com/job-details?jobID=5359&job=director-of-athletic-development>

Required Qualifications:

Bachelor's degree and 3 years demonstrated fundraising experience with recognized professional association participation.

Description:

This position will functionally act as the Director of Athletic Development and will:

- Develop and manage the Athletics Annual Giving program known as The Owls Fund
- Develop and manage an annual solicitation plan to expand donors to The Owls Fund
- Set goals and priorities for the annual solicitation strategy - making appropriate adjustments to meet established goals
- Direct gift solicitation and stewardship processes for The Owls Fund, with a focus on leadership level gifts
- Prepare and present reports regarding solicitation activities
- Assist in all aspects of the Priority Seating Plan; including donor compliance and plan adjustments
- Assist in the establishment of The Owls Fund Advisory Council
- Assure the provision of appropriate donor stewardship
- Oversee and manage the day-to-day operations of The Owls Fund, including management of Athletic Fundraising interns and student volunteers
- Assist in the development and implementation of strategies for major gifts
- Oversee the organizing and/or hosting The Owls Fund events
- Prepare support documentation for gift acceptance
- Prepare written proposals for athletics donor prospects
- Prepare operating budget and monitor use of funds
- Provide assistance and direction in policy development
- Coordinate athletic and leadership donor recognition and stewardship events in support of fund raising goals
- Propose new initiatives to advance The Owls Fund and maximize charitable opportunities through prospect outreach
- Other duties as assigned by department leadership

Hours per week:

40

Required Documents:

Cover Letter, Resume