

Assistant Director of Development ICA

Miami University
Oxford, OH 45056

The Assistant Director of Development will advance the mission of Miami University by planning, organizing, and implementing strategies to increase the level of personal involvement and financial commitment of alumni and friends. Particular emphasis will be given to strategies of identifying, cultivating, soliciting and stewarding annual fund and major gifts, both current and deferred, to the Intercollegiate Athletics program. This position specifically supports the mission of the University and the Department of Intercollegiate Athletics by assisting in institutional compliance with NCAA and Conference rules and regulations. A bachelor's degree required; minimum of one to three years of fundraising or corporate sales experience; (an equivalent combination of education and experience may be considered; experience gained through graduate assistantships, internships and volunteering will count toward these requirements); outstanding oral and written communication skills; commitment to working in a team based environment; excellent organizational skills and attention to details; ability and willingness to travel extensively both on a regional and national level. Miami University is an EOE/AA employer with smoke-free campuses. Right to Know — Consumer Information <http://www.miami.muohio.edu/about-miami/publications-and-policies/student-consumer-info/> Hard copy upon request." Employment will require a criminal background check according to University guidelines. www.miamiujobs.com/applicants/Central?quickFind=52030.