

University of South Dakota Foundation
Assistant Director of Development for Athletics – Howling Pack

May 2013

The University of South Dakota Foundation (USD Foundation) is embarking on the largest capital campaign in South Dakota history. University of South Dakota (USD) Athletics is an important campaign partner and the Foundation has been charged with finding an enthusiastic leader to manage and grow the Howling Pack (loyal fan) program.

Founded in 1922, the USD Foundation is an independent, 501(c)(3) corporation created to generate support for South Dakota's flagship institution. As of September 30, 2012, the foundation's endowment totaled \$167 million.

POSITION SUMMARY:

The Assistant Director of Development for Athletics will participate as a member of the University of South Dakota Foundation's development team and report to the Associate Athletic Director for Development. It is expected that the officer will collaboratively manage the Howling Pack program including: membership (reunions, donor stewardship, and ticket coordination), media (website, social media, and the Coyote Tracks e-newsletter), and fundraising (online auction, community partnerships, solicitation, and reporting).

The Assistant Director of Development for Athletics responsibilities include:

- Assist in the achievement of athletic fund-raising activities, goals, objectives and strategies;
- Implement marketing and communications plan for achieving goals of Howling Pack;
- Maintain timelines and calendar of events for Howling Pack and all its development efforts;
- Coordinate with the Director of Annual Giving and Associate Athletic Director for Development on implementation of the Howling Pack portion of the Annual Campaign;
- Assist in stewardship efforts of Howling Pack annual donors;
- Coordinate online marketing efforts (website, email blasts, e-newsletters);
- Create and maintain files and reports on Howling Pack membership;
- Assist in coordination of Coyote Auction/Dinner, Coyote Golf Tour, Tailgate Nation, reunions and other special events;
- Assist in the preparation of written materials for fund-raising purposes including descriptions of gift opportunities, brochures, proposals, speeches, gift acknowledgements and reports to donors;
- Assist with game day hosting and entertainment of donors at the various sport venues;
- Participate in strategic planning, goal setting, event planning, and project status sessions;
- Coordinate with the Coyote Ticket Office on priority seating allocation
- Perform other duties as assigned by your supervisor and/or other foundation leadership.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

- 2 years experience in NCAA athletics development or related field preferred;

- Working knowledge of NCAA rules and interpretations in relation to athletic development preferred;
- Ability to interface professionally with constituents, prospective donors and University personnel.
- Bachelor's degree required.
- Experience with an annual fund campaign preferred;
- Strong communication skills: written, oral and especially listening.
- Strong planning and organizational skills, including ability to manage multiple relationships to the point of and through solicitation.
- Personal characteristics associated with successful development professionals, including a vigorous work ethic, sound judgment, impeccable integrity, demonstrated initiative, appropriate professional appearance, positive attitude, and sense of humor.

Reporting Structure and Staff:

The Assistant Director of Development for Athletics will be a member of the USD Foundation development team and report to the Associate Athletic Director for Development. The position currently supervises no staff.

Application Process:

The position will remain open until a candidate has been identified. Applications should include a cover letter, resume, references and salary expectations by email or US mail.

Send applications to: Kathy Chandler, Director of Administration and Constituent Services. P.O Box 5555, Vermillion, SD 57069, 605.677.6710, kathleen.chandler@usdfoundation.org.