



## The University of Louisiana at Monroe (ULM) Athletic Foundation / Development Assistant

The University of Louisiana at Monroe, a member of the Football Bowl Subdivision in the Sun Belt Conference, has begun accepting applications for a 10-month paid internship in the Athletic Foundation office as the Development Assistant.

- Assist the Director of Development with the coordination of the annual membership fund drive
- Directly assist in all special events that are specific to the ULM Athletic Foundation
- Prepare and edit general correspondence to ULM Athletic Foundation members
- Assist with the distribution of premium area tickets as well as parking passes to donors prior to football, basketball, and baseball seasons
- Manage various aspects of football, basketball and baseball game day development support;
- Handle sports specific affinity clubs
- Perform donor and prospect research
- Help to identify, cultivate and solicit annual gifts from alumni and friends of ULM Athletics
- Manage website and social media content as it pertains to athletic foundation information
- Interact closely with ULM Athletic Foundation donors on a regular basis.
- Will work closely with other members of the External Operations team on an as needed basis.
- Various duties as assigned by Director of Development of the ULM Athletic Foundation

Must possess at minimum a bachelor's degree, have experience working in collegiate athletics; have a desire to have a positive impact immediately; be self-motivated, have a strong work ethic; excellent communication and organizational skills with a keen attention to detail. Must be willing to work "after hours" when necessary and have knowledge and understanding of the importance of following NCAA compliance guidelines. Proficiency in Adobe Creative Suite and Microsoft Office Suite is preferred.

Qualified applicants should e-mail cover letter, resume and list of three references to Megan Jefcoat, Director of Development at [jefcoat@ulm.edu](mailto:jefcoat@ulm.edu). Position will remain open until filled. Anticipated start date will be August 3<sup>rd</sup>, 2015. Anticipated completion date will be May 31<sup>st</sup>, 2016. Stipend for this position will be \$12,000.00 (\$1,200 monthly).