**Eastern Washington University**

**ASSOCIATE ATHLETIC DIRECTOR FOR DEVELOPMENT**

**Job Description**

**Basic Function and Responsibility**

The position reports to the Director of Development with a dotted line to the Athletic Director. This position will monitor fund raising goals and the progress towards these goals, and achieving the annual and multi-year goals as identified in the Athletic Department’s strategic plan.

This position will provide leadership and direction to the Assistant Athletic Director for the Eagle Athletic Association (EAA) position. In addition, the position will work cooperatively with Eastern Washington University’s Development Officers in a coordinated effort to achieve University fund raising goals. Also, this position will coordinate various athletic facility fund raising projects.

**Major Gifts (70%)**

- Primary responsibility is to meet the goals set by the Director of Development for fund raising and for individual goals in operating revenue areas
- Identify, solicit, and cultivate benefactors for endowed, capital, and planned gifts for athletics
- Develop new sources for fund raising and revenue, including increases in annual giving from current donors and future prospects
- Meet initiatives and goals set forth by the athletic strategic plan and department’s business plan
- Continue to develop and assess a Top 50 list of potential donors
- Work in a coordinated and collaborative effort with University Development Staff regarding identification, stewardship and proposal development
- Review reports that assist in the identification of prospects and the stewardship of current donors
- Supervise the gift acknowledgement procedures for all athletic department gifts
- Establish annual and monthly contact goals and monitor the progress towards these goals for each development team member and provide a monthly report for the Athletic Director and Director of Development
- Continue to follow the best practices for the administration of the development functions, including practices followed by the University Development area related to donor identification, donor solicitation, call reports, and gift accounting practices

**Eagle Athletic Association (20%)**

- Work in collaboration with the Assistant Director Eagle Athletic Association for managing activities, services, and membership benefits
- Attend EAA Executive and Board meetings when applicable
Oversee and provide direction for the planning and direction of the five-week annual EAA Scholarship Fund Drive, which includes, but not limited to recruitment and training of volunteers, design and creation of Fund Drive materials, publications, awards, follow through on special events, and donor support.

- Assist in facilitating events/receptions that serve as cultivation, solicitation, and stewardship opportunities.
- Work closely with coaches to begin the cultivation process of current student-athletes for future giving.
- Coordinate special recognition opportunities for donors.

**Collaboration with Other Athletic and University Units (10%)**

- Works in a coordinated effort with University Development on all aspects of Development so there is a professional articulation of fund raising initiatives.
- Attends University Development meetings and maintain open lines of communication.
- Communicates with Ticket Manager regarding the placement of season ticket holders when pertinent to major gift projects.
- Coordinate departmental activities as appropriate to advance the University fund raising and marketing objectives.
- Collaborates and provides direction for special events when needed.

Performs other duties as assigned by the Director of Development and/or Athletic Director.