Eastern Washington University  
Assistant Director, Eagle Athletic Association  
Job Description

This position combines both external (development) and internal (operations) roles.

**Responsibilities:**
Manage and supervise the day-to-day operations of the Eagle Athletic Association Office, coordinating the various organizations associate with athletic development and building and effective work unit.

Serve as the assistant to the Director of the Eagle Athletic Association. This includes staffing meetings, coordinating Eagle Athletic Association requests for support from the department, and serving as a primary contact within both the EWU foundation and the Athletic Department for specific Eagle Athletic Association activities.

Assist the athletic and university development staffs in prospect identification, cultivation, solicitation, and donor recognition programs that are consistent with accepted development standards.

Serve as the lead staff member in support of the annual Scholarship Fund Drive for the Eagle Athletic Association. This includes developing a plan with the Director; recruit, train, and direct the volunteers that participate in the membership drive.

Assist in the identification and recruitment of new volunteers to serve on the Eagle Athletic Association Board of Directors.

Assist with special event fund raising programs for the benefit of Eastern Athletics.

Supervise external events for athletic donors.

Perform various administrative duties as required including the management of work-study students and interns.

Serve as liaison between the Eagle Athletic Association and the Athletic Ticket office.

Serve as primary contact between the Eagle Athletic Association and the EWU Gifts Processing Office.

Write copy, coordinate design, production, and distribution of the “Inside Scoop” monthly booster newsletter.

Oversee the maintenance of the Eagle Athletic Association website; Eaglefans.org.

Other duties as assigned by the Associate Athletic Director.
**Qualifications:** Strong organizational and communication skills. Demonstrated experience in working with volunteers; demonstrated knowledge of computer programs including use of databases and spreadsheets. Understanding of membership organizations desired. Previous volunteer-based fundraising experience also desirable.