JOB DESCRIPTION

POSITION TITLE: Assistant Athletic Director for External Operations for Development

JOB CLASS: SUPERVISOR: Director of Athletics

CLASSIFICATION: Full Time LOCATION: DeLand

SUPERVISORY: DEPARTMENT: Athletics

POSITION OVERVIEW: This position reports to the Director of Athletics with a dotted reporting line to the Vice President for University Development. This position is a key member of the Athletic Leadership team with responsibility as a major gift officer, oversight of outbound ticket sales, intellectual properties, and athletic annual fund.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: Master’s degree preferred and three years’ experience within sport administration, corporate or sales management; Willingness to learn Banner, Argos, and all other University computing systems that are essential to optimizing job performance. Ability to lead and mentor all direct reports, while creating a positive and productive work environment; knowledge of NCAA rules and regulations; and knowledge of Division I Athletic programs; proven ability to establish and maintain effective working relationships with students, fellow employees; program boosters and the public; ability to communicate effectively with highly honed interpersonal skills. The possession and maintenance of a Florida driver’s license and acceptable driving record is required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: The Assistant Athletics Director for External Operations for Development is a major gift officer for Athletics Department requiring annual fundraising visits, solicitation and gift goals. Additionally, this position works closely with the University ticket operations inclusive of all ticketed athletic events and selected other University events. This position is responsible for the management of and coordination with the outbound ticket sales and intellectual property rights holder’s contracts. This position interacts closely with the athletic marketing staff which is responsible for promoting athletic events to external and internal (faculty/staff and students) constituents and for creation of exciting game-day atmospheres at selected events. This position provides leadership in establishing an annual fund calendar inclusive of annual fundraising campaigns for athletics, oversight of team-specific initiatives, coordinate booster hospitality at selected events, as well as the coordination of annual fund solicitations which utilize the University annual fund staff to support. This position is responsible for regularly monitoring and reporting all revenue activity against annual goals.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N
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Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.