

## **Assistant Director, Athletic Development**

### **University of Rhode Island Foundation & Alumni Engagement**

#### **Overview:**

The assistant director of athletic development is responsible for implementing a comprehensive annual giving program and oversees athletic fundraising events. The annual giving program includes the RAMS Fund and booster groups for sport-specific giving. The assistant director identifies, cultivates, and manages a portfolio of donors and prospects and collaborates with the associate and assistant athletic directors for development and other University of Rhode Island Foundation & Alumni Engagement (URIFAE) staff to best support the University's priorities and strategic initiatives through philanthropic giving. The position reports to the assistant athletic director for development.

#### **Essential Duties and Responsibilities:**

- Develops and implements comprehensive cultivation, solicitation, and stewardship strategies for assigned prospects. Works independently and in concert with senior officers, other colleagues, and volunteers to implement strategies including direct solicitation of gifts.
- Develops and implements a comprehensive annual giving program for the Athletics Department under the direction of the associate athletic director for development, which includes, but not limited to all print and electronic solicitations, social media, crowdfunding campaigns, and Day of Giving.
- Develops solicitation and closure strategies for annual gifts aligned with the Athletics Department and University fundraising priorities and campaigns with success measured by the attainment of clearly defined metrics.
- Manages RAMS Fund annual benefit program, including hospitality functions, away-game receptions, donor-recognition opportunities, and general mailing and updates for members.
- Solicits and stewards RAMS Fund annual donors of \$1,000 and more, cultivating them to make major and planned gifts.
- Partners with URIFAE gift planning staff to devise an overall strategy for cultivating, soliciting, and stewarding planned gift donors.
- Oversees and provides leadership for all athletic development special events including the Hall of Fame, Day of Giving, and RAMS Fund donor events and others.
- Works collaboratively with URIFAE Donor Relations and Engagement to determine the best strategies for effective stewardship of athletic donors including notification of priority points.

**Qualifications:**

- Demonstrates leadership, takes initiative, problem solves, acts independently and as a member of a team, successfully collaborates, handles multiple tasks simultaneously, and prioritizes.
- Demonstrates strategic thinking, good judgment, maturity, personal integrity, strong interpersonal skills, accuracy, and attention to detail.
- Excellent verbal and written communication skills to present compelling stories and information concisely and effectively.
- Evening/weekend work, as well as some travel is required.
- Thorough knowledge of Microsoft Office including Excel, email platforms, social media channels and strategies, and web content management systems required.
- Prefer someone who has a basic knowledge of sports and how to present sports information and properly utilize terminology.

**Education/Experience:**

- A bachelor's degree is required, with a minimum of three years of development experience, preferably in higher education, is desired.
- The successful candidate will demonstrate measurable success in closing annual gifts (\$1K or more) from alumni and/or organizations, and/or success in generating annual fund gifts

If you don't fit all these qualifications, education, or experience, but believe you're still a great fit, feel free to apply and tell us why in your cover letter.

**Join URIFAE team!**

Join our growing team of advancement and engagement professionals. We offer competitive benefits, including medical, dental and vision, generous paid time off and retirement savings programs. One benefit that URIFAE does not participate in is the University of Rhode Island tuition waiver program.

URIFAE does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Send your cover letter, resume and salary requirements to: URIFAE Attn: Leo Perrone, Director of Human Resources, 73 Upper College Road Kingston, RI 02881 or email it to us at [URIFAE-hr@etal.uri.edu](mailto:URIFAE-hr@etal.uri.edu).