

Associate Director of Development - Athletics

Job Description

Position Information

Position Title	Associate Director of Development - Athletics
Position Number	
Department	Development and Alumni Relations
Reports to (Title)	Director of Annual Giving
Seated Employee	

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

Reporting to the Director of Annual Giving, the Associate Director of Development – Athletics is essential in securing financial support for the College's athletics program. This role involves cultivating, soliciting, and securing leadership gifts of \$1,846 and above for both the athletics department and individual teams. The Associate Director will work closely with Annual Giving staff to develop and execute targeted solicitation strategies for key constituents, including alumni, parents, and families. Additionally, the Associate Director will collaborate with the Director of Athletics and Recreation and team coaches to identify the department's primary needs and align them with donor priorities.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job. Bachelor's degree from four-year college or university

If a specific degree, certification, license, or registration is necessary, please list. n/a

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job. Five years or more

Preferred Qualifications Minimum of 5 years of demonstrated experience in fundraising, direct sales, or marketing.

Experience in higher education or nonprofit environment a plus.

Possess a passion for sports and a deep understanding of the student-athlete experience within a liberal arts education.

Ability to travel independently across the United States to meet with Grinnell College constituents.

Familiarity and comfort using various digital engagement tools, including social media, video creation, and digital marketing /communications.

Strong oral and written communication skills.

Strong collaboration and organizational skills

Experience navigating and using databases, familiarity with CRM (Raisers Edge), and entering contact reports a plus.

FLSA Category Exempt

Staff/Faculty Staff

Employment Status Full-Time

Employment Category Regular

Essential Staff (emergency situations)? No

On-Call? No

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility Conduct and successfully close a minimum of 60-120 solicitations per year, raising between \$450,000 to \$500,000+ through personal visits (in-person and virtual) with athletics prospects. Collaborate with Director and the prospect management team to identify, cultivate, and solicit alumni, parents, families, and athletics supporters with high engagement and strong giving potential. Execute strategies leading to the successful solicitation and exceeding annual fundraising goals. In addition to personal meetings, utilize various communication methods, including digital tools, to connect with donors/prospects to secure new, retain, and upgrade annual leadership gifts

Percentage Of Time 90

Responsibility Partner with the Director of Athletics and team coaches to strategically align donor interests with the needs of the athletics department, ensuring that contributions make a meaningful impact on the programs and initiatives that matter most to our student-athletes and teams.

Percentage Of Time 5

Responsibility Assist with alumni activities on as-needed basis. Participate in key alumni activities including Reunion Weekend, Athletics Reunion Weekend, Presidential events, and other key alumni events..

Percentage Of Time 5

General Responsibilities

- General Responsibilities**
- (1) Maintain regular attendance in accordance with department policy.
 - (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
 - (3) Understand and comply with the policies of the College Staff Handbook.

- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.
- (10) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities? No

If yes, then check all that are supervised by this position.

Supervise Student Staff No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

Supervise Non-Exempt Staff No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

Supervision Received

Select the level of supervision that this position receives from their supervisor.

General Direction: receive very general guidance with respect to overall objectives; work is usually quite independent of others; operate within division or department policy guidelines using independent judgment in achieving assigned objectives.

Computer Operations

Please check one of the following

Intermediate personal computer skills, including electronic mail, routine database activity, word processing, spreadsheet, graphics, etc.

Travel

Please check one of the following

Heavy overnight travel (up to 50%) by land and/or air.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data	1/3 to 2/3
- Essential or Marginal?	Essential
Effective communication skills	Over 2/3
- Essential or Marginal?	Essential
Composing & comprehending communication materials	Over 2/3
- Essential or Marginal?	Essential
Establishing effective interpersonal relationships	Over 2/3
- Essential or Marginal?	Essential
Adjusting to changes (work load, environment, department structure, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	Over 2/3
- Essential or Marginal?	Essential
Making decisions of moderate to substantial consequence	Over 2/3
- Essential or Marginal?	Essential
Performing mathematical calculations	1/3 to 2/3
- Essential or Marginal?	Essential
Editing reports or technical materials	Under 1/3
- Essential or Marginal?	Marginal
Planning and organizing (work load, schedules, events, etc.)	Under 1/3

- Essential or Marginal?	Marginal
Handle stressful, emotional and/or frustrating situations	Under 1/3
- Essential or Marginal?	Marginal
Working with numerous distractions	1/3 to 2/3
- Essential or Marginal?	Essential
Working under a time pressure and within timelines/deadlines	1/3 to 2/3
- Essential or Marginal?	Essential
Coordinating work with others	Over 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	1/3 to 2/3
- Essential or Marginal?	Essential
Completing work in an accurate manner	Over 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	Over 2/3
- Essential or Marginal?	Essential
Memory functions (remembering names, details and procedures)	Over 2/3
- Essential or Marginal?	Essential

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	Under 1/3
Traverse/move locations	Under 1/3
Ascend or descend between floors	None
Reach with hands and arms	Under 1/3
Ascend or descend ladder	None
Position self to access small or restricted spaces	None
Communicate or exchange information	Over 2/3
Detect specific flavors or odors	None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device) Under 1/3

Weight lifted or force exerted: up to 25 pounds (with or without assisted device) Under 1/3

Weight lifted or force exerted: up to 50 pounds (with or without assisted device) Under 1/3

Weight lifted or force exerted: up to 100 pounds (with or without assisted device) None

Weight lifted or force exerted: more than 100 pounds (with or without assisted device) None

Please check one of the following Light physical activity performing non-strenuous daily activities.

Does this job have any essential vision requirements? Check all that apply. Close vision (clear vision at 20 inches or less)

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather) None

Extreme cold (non-weather) None

Extreme heat (non-weather) None

Outdoor weather conditions Under 1/3

Work near moving mechanical parts None

Work in high, precarious places None

Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors) None

Toxic or caustic chemicals None

Work with explosives None

Risk of electrical shock None

Vibration (i.e. operating jackhammer, impact wrench) None

Risk of radiation None

Confined Spaces None

Please check one or more of the following locations where this job would work Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

How much noise is typical for the work environment of this job? Check the appropriate level below. Moderate noise (examples: business office with computers and printers, light traffic)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.