

ASSISTANT DIRECTOR OF ATHLETICS, DEVELOPMENT

Detailed Job Description:

The Assistant Director of Athletics, Development, is responsible for developing and administering comprehensive annual major gifts programs for the athletics department. The Director will report to the Assistant Vice President for Development and will be the main liaison between athletics and the Binghamton University Foundation. This position entails fundraising and donor-relations responsibilities, strategic planning and marketing for development and alumni efforts for the Athletics Department.

Duties and Responsibilities include:

Prospect Development and Management (80%)

1. Research and identify prospects with potential for supporting Athletics.
2. Develop and manage a portfolio of prospects, including alumni, faculty and friends, corporations and foundations.
3. Develop strategies and execute cultivation, solicitation and stewardship plans for assigned prospects.
4. Prepare all appropriate planning and follow-up materials related to cultivation, solicitation and stewardship of prospects.
5. As deemed appropriate, manage special fundraising initiatives related to Athletics.
6. Attend and support events and programs directly related to responsibilities, especially those sponsored by the University at large, and the Binghamton University Foundation.
7. Research and pursue funds from foundations and granting institutions working with the Binghamton University Foundation and Research Foundation, as appropriate.
8. Increase giving by cultivating and maintaining strong personal and corporate relationships.

Administration (20%)

1. Become familiar with the history, culture and mission of the Athletics Division and their relationship to the life of the University.
2. Develop case for support documents for Athletics to articulate the fundraising priorities for the unit.
3. Develop and manage a budget necessary to support the major gifts program for Athletics.
4. Involve appropriate staff and volunteers in developing and administering the annual and major gifts program.
5. Maintain appropriate relationships and communication with Binghamton University Foundation, the alumni office and staff within the Athletics Division.
6. Adhere to all Foundation policies and procedures in relation to annual giving campaigns, special events, prospect management, alumni and donor database management, gift, pledge and acknowledgement processing and gift investments.
7. Update the alumni and development database (Millennium) on a regular basis regarding any interaction/strategy with prospects.

8. Participate as a member of appropriate university development groups (e.g., Development Team, Prospect Management Team, Campaign Planning Group) and work cooperatively with university advancement colleagues.

Functional Relationships:

The Assistant Director of Athletics, Development, will work very closely with the staff of the Athletics Division, the Binghamton University Foundation and the Office of Alumni and Parent Relations. The Assistant Vice President for Development will help prioritize and administer prospect assignments and define appropriate involvement in special events and alumni and parent activities.

Qualifications:

Bachelor's required, Master's degree preferred.

Fundraising and sponsorship sales experience, preferably in Athletics. Well-rounded, disciplined, detail- and results-oriented, self-motivated, persistent and energetic individual. Strong interpersonal, writing and oral communication skills. Excellent organizational and time management skills. Desire for challenges. Commitment to professional fundraising ethics. Demonstrated abilities to solicit major gifts and large sponsorship agreements from varied groups of prospects. Can work effectively in a team setting. Possesses attributes necessary to build new programs and work cooperatively in a large and complex setting. Travel, evening and weekend time commitments will be necessary.

Binghamton University's Athletic Department and the Events Center:

Completed in the spring of 2004, the Binghamton University Events Center <http://eventscenter.binghamton.edu/> is the largest facility of its kind within approximately 75 miles of Binghamton. Showcasing the excellence of Binghamton's academic and athletic programs with events like Commencement and Division I Men's and Women's basketball, the center also hosts community activities, such as the Empire State Games, annual summer camps, sports clinics, and concerts. At 156,000 square feet, the Events Center can accommodate between 5,500 and 10,000 people, depending on the event and attracts more than 250,000 visitors annually. Binghamton University's visibility has been enhanced by extensive local, regional and national media coverage of Bearcats Division I competition, and the Events Center is a source of pride for Binghamton's 90,000 alumni.

The Bearcats <http://bubearcats.com/> compete in twenty-one NCAA Division I sports during the fall, winter and spring seasons. In March of 2008, the America East Conference Men's Basketball Tournament will be hosted by Binghamton University at the Events Center.

On March 26, 2007, Kevin Broadus was introduced as Binghamton's new Men's basketball coach. Broadus served the last three years as an assistant at Georgetown University, and has 17 years of college coaching experience. The 43-year-old Washington, D.C. native had been a key recruiter for the Georgetown program and he was ranked No. 6 by the online publication www.hoopscoop.com on their list of the *Top 100 Assistant Coaches in the College Game Today*.