Athletics Development Officer

Job Code 50011412

General Description
Responsible for overseeing, evaluating and directing the development operation of the Department of Athletics.

Examples of Duties
Develop and implement overall development plan.
Research and identify potential prospects capable of providing financial donations.
Attend, evaluate and supervise various department events including athletic contests, alumni and booster functions.
Coordinate the gifts-in-kind program.
Prepare, implement and manage annual Bobcat Annual Fund revenue and expense budget.
Serve on various campus and community committees.
Steward past and present donors.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: computer applications, Board of Regents and University guidelines, rules and regulations,

Skill in: preparing reports, contracts and purchase requests, interacting courteously, effectively directing the work of others, mediating disputes among employees, prioritizing work load, identifying potential prospects, providing customer service and working with others.

Ability to: read and interpret contracts, understand policy and procedure manuals, perform intermediate math, explain policies and procedures and work instructions.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements