Definition of Class
This is a professional position in which the incumbent functions as chief revenue officer for the University of Mississippi Athletics Department and UMAA Foundation and serves as key advisor for all aspects related to the University’s 18 sponsored programs & operations associated with the Foundation. The incumbent will assist in strategic planning initiatives, oversee external operations, represent the University on committees and at various events, and serve as lead on special projects. The position reports to the Director of Athletics.

Examples of Work Performed
Oversees scheduling and assists in the management of football, basketball, and baseball programs.

Collaborates with athletic department personnel and head coaches to develop and implement strategies, policies, and protocol that promote the welfare of student athletes and the success of athletic programs.

Assists in directing and coordinating daily operation of the Athletics Department and UMAA Foundation.

Works in conjunction with the Athletic financial officer on revenue projections & forecasting for strategic budgeting and the development of short-term and long-range planning.

Analyzes, reviews, and compiles reports.

Collaborates with personnel within compliance, academics, facilities, and finance & administration regarding strategic planning initiatives.

Assist the Athletic Director in the formulation and implementation of communication and public relations strategy, vision, and philosophy through oversight of external operation and revenue generation.

Provides strategy and counsel for decisions involving, but not limited to, facilities planning; personnel changes; employee relations; policy development, implementation, & revision; and regulatory compliance.

Directs head coach search processes for selected sports as needed.

Represents the Athletics Department and UMAA Foundation at social events, public speaking engagements, meetings, media interviews, and other events.

Establishes work standards of performance within the department and provides guidance for improvement.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Serves as Chief Revenue Officer of Athletics and the UMAA Foundation.

2. Assists in directing and coordinating the daily operation of the department.

3. Serves as liaison to external agencies and sponsors to conduct business and resolve problems.
4. Represents the Athletic Department and UMAA Foundation at various events and related functions.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and use hands to fingers, handle or feel objects, tools or controls. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand and walk.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university in Business Administration, Management, Accounting, Finance or a related field.

- **Experience:** Ten (10) years of Collegiate Athletics Administration experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Background Requirements**
This position requires a background check upon hire.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev: 04/24/2015

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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment