Definition of Class
This is a supervisory position in which the incumbent performs duties associated with the coordination and implementation of fundraising activities for the Athletic Department. Incumbent also performs duties associated with public relations. Supervision is exercised over clerical positions. Incumbent works under the general supervision of the Athletic Director.

Examples of Work Performed
Maintains and oversees the staff of the Athletic Development Office.

Meets with present and prospective contributors on an individual and group basis.

Represents the Athletic department as a speaker and/or participant at a variety of events and meetings.

Coordinates fundraising activities for the department.

Develops, implements, and participates in departmental public relation activities.

Directs the donor benefit program.

Reports to the Board of Governors of Loyalty Foundation on a regular basis and as needed.

Makes recommendations regarding priority seating and/or parking at athletic events.

Maintains adherence of department activities and expenditures to Board of Governors’ policies.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

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. Coordinates and oversees the staff of the Athletic Development Office.

2. Coordinates and implements the fundraising activities of the Athletic Department.

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 50 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 use hands to finger, handle or feel objects, tools or controls; sit; and talk and hear. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited college or university.

AND

Experience:
Five (5) years of 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.

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.