JOB DESCRIPTION
Athletic Development Associate

Definition of Class
This is a professional position in which the incumbent oversees the fund raising and friend raising for the University of Mississippi Athletic Association and the UMAA Foundation. Incumbent works under the general supervision of the Assistant or Associate Athletic Director for Development.

Examples of Work Performed
Plans and coordinates a variety of fund-raising programs, events, and other activities designed to increase success in private fund-raising for the Athletic Foundation.

Cultivates and solicits gifts from specified individuals, corporations, and/or foundations in accordance with established polices, procedures, and guidelines.

Attends various alumni, civic, educational, professional and public functions to represent the University of Athletic Department. May conduct tours and/or give presentations.

Analyzes, compiles and reports on fund raising projects. Assists in short- and long-range strategic activities to create and implement fund raising goals and objectives.

Either directly or under supervision, plans and coordinates activities to raise funds and increased visibility among internal and external constituencies, including alumni, corporate and foundation contacts, the business community, and others.

Identify opportunities and create new fund-raising programs and plans which may include potential donors in the 30 –45 year old age group, such as athletes and stewardship programs.

Maintains communication with current athletic program supporters through personal contact and written correspondence.

Plans and coordinates social events and meetings for the recruitment and retention of members of the UMAA Foundation. Manage game day priority seating in club and suite areas.

Maintains database files and records including those used to track contributions and maintain accurate mailing lists. Updates membership files continually.

Compiles reports annually for the department, Vice Chancellors and Chancellor regarding donor status, including keeping the accounting department informed of the availability of funds through the UMAA Foundation office.

Reviews and researches the Internal Revenue Code concerning applicable tax laws for charitable donations regularly, as well as, the NCAA Policy and Procedures Manual concerning rules for donations to collegiate athletic programs.

Supervises and coordinates the work of staff employees and volunteers in day-to-day functional activities, as appropriate. Also provides day-to-day technical and/or professional guidance and leadership as appropriate to the area of expertise.

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. Develops and participates in fund raising activities for the University Athletic Development Program.
2. Attends various alumni, civic, educational, professional and public functions to represent the University Athletic Department.

3. Analyzes, compiles and reports on fund raising projects.

4. Participates in departmental planning and goal setting sessions.

5. Maintains communication with current athletic program supporters.

6. Plans and coordinates social events and meetings.

7. Supervises and assigns work of clerical staff.

**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 20 pounds.

**Vision:** Requirements for 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 periodically required to sit; talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited four-year college or university.

AND

**Experience:**
One (1) year 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.

Rev. 04/01/2015