**Position Title:**Senior Associate Athletics Director, UIS

**Department:** Division of Advancement

**Organization:** University of Illinois Springfield

**Salary Ranges**: Director: $70,000 - $77,000

**Apply Directly at:** <https://uis.csod.com/ux/ats/careersite/1/home/requisition/1017?c=uis>

**Job Summary**

Serves as the lead fundraiser in the UIS Department of Intercollegiate Athletics (DIA), providing development and execution of strategic external priorities. In collaboration with the UIS Division of Advancement, manages and executes fundraising and external relations efforts of DIA, interacting significantly with donors, prospects, UIS alumni, and the general public. Develops, implements and manages all development plans to support the athletic department. Ensures compliance with all University policies, UIF policies, Federal and State laws and regulations, and NCAA Division II and GLVC Rules and Regulations.

**Duties and Responsibilities**

* Serves as the lead fundraiser in the UIS Department of Intercollegiate Athletics (DIA), providing development and execution of strategic external priorities.
* In collaboration with the UIS Division of Advancement, independently plans and executes comprehensive strategies to optimize local, regional and national philanthropic support for UIS Athletics, including focusing on building a successful major and planned gifts program, carrying out an expanding annual giving effort, and managing active groups of volunteers. Actively populates UIF database with data regarding progress relative to donor-related discussions.
* Supervises a graduate assistant toward the achievement of significant, established goals. Leads, counsels, mentors and motivates coaches and unit heads with reference to achievement of goals and performance standards.
* Serves on the Athletic Director’s Senior Staff. Also, serves on the campaign committee and plays a major role in the University’s upcoming Comprehensive Campaign.
* Leads and manages all fundraising for DIA master planning and capital projects
* Performs other duties as assigned.

**Qualifications**

Minimum Qualifications

1. Bachelor’s degree
2. Five (5) years (60 months) of combined professional experience in intercollegiate athletics and/or fundraising required. Experiences in a field related to the position duties will also be considered.

Preferred Qualifications

1. Master’s degree
2. Demonstrated professional experience in fundraising and experience working in an intercollegiate environment.
3. Five (5) years of administrative experience in intercollegiate athletics.
4. Knowledge and application of best practices in intercollegiate fundraising, marketing, promotions and media communications.

**Knowledge, Skills, and Abilities**

* Excellent organizational, administrative and communication skills
* Ability to work independently; commitment to teamwork and high performance.
* Strong work ethic and initiative; proven ability to exceed job expectations.
* Supervisory and volunteer management experience.

**Travel Requirements**

Day and overnight travel is expected (10%)

**Additional Responsibilities**

This job description reflects the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Nothing restricts management’s right to assign or reassign duties and responsibilities to this job at any time. All employees are required to complete mandatory training by established deadlines (including, but not limited to, annual ethics training and sexual harassment training).

**UIS Benefit Programs**

* Choice of competitive health insurance plans, a dental plan, flexible spending plans, several types of term life insurance, long term disability insurance, supplemental investment programs and additional optional offerings.
* Tuition Waivers - Employees and their children may be eligible.
* Leave - sick time, shared benefits leave, vacation time, floating holidays, several paid holidays and other opportunities to take time away from work when necessary.
* Work-life balance programs – Be Well Illinois, Recreation and Wellness Programs, Adoption Benefit, Smoking Cessation Program, Weight-Loss Benefit, State Employee Assistance Programs

UIS is an affirmative action/equal opportunity employer with a strong institutional commitment to recruitment and retention of a diverse and inclusive campus community. Persons with disabilities, women, and minorities are encouraged to apply.