

## **Director of Development – Athletics**

Purdue University Fort Wayne (PFW) invites applications for the position of Director of Development – Athletics (DOD-A).

### **About Purdue University Fort Wayne and the Greater Fort Wayne Region**

Purdue University Fort Wayne is located in Indiana's second-largest city and offers a traditional campus experience within a thriving metropolitan setting. As part of the venerable Purdue University system, students earn undergraduate and graduate degrees from one of the most trusted and prestigious brands in higher education. With more than 8,000 students and over 300 full-time faculty members, Purdue Fort Wayne is perfectly sized to offer small classes and individualized attention, yet large enough to have all the attributes of a major research university. Since 1964, PFW has drawn Mastodons from near and far. Our students value the prestigious Purdue name and degree, and they benefit from the affordability and vibrance of the fastest growing market in the region (U.S. Census Bureau 2020). They also experience the opportunity to work alongside faculty to tackle real-world challenges through groundbreaking research and community impact projects while exploring new facets of creative expression.

PFW is a partner helping to build a community that provides everyone the opportunity to achieve their potential, whatever that may be. From big-city amenities, without the hassle or expense, to historic neighborhoods and rural charm, the Allen County region offers dynamic quality-of-life options. It has the best in recreation with rivers, lakes, parks, and trails. Artists and entrepreneurs thrive here. Across the region, world-class businesses are choosing to invest and grow in Fort Wayne and Allen County, because together we are building a community where people want to be.

“Fort Wayne is becoming flat-out cool. Still in the phase where a visitor to the city will have to know just where to look for the signs... It's clear that there's something afoot here, and that in an age where we're skeptical about everything, let alone lists making the rounds on the internet, Fort Wayne really is a place to keep your eye on.” – Food & Wine Magazine

### **About the Position**

The Director of Development - Athletics is a member of the Office of Development, and the Purdue Fort Wayne Foundation, charged specifically with the identification, cultivation, and solicitation of individuals and corporations with an interest in and capability of supporting the mission of PFW and Mastodon Athletics. They serve as a representative for PFW and for Mastodon Athletics. The DOD-A will manage and develop a portfolio with a record of, or the potential for, major gifts to support Mastodon Athletics and its 16 Division I teams. Success will be defined by the degree of success the individual achieves in building lasting relationships that secure major gifts matching the interests of donors with the most important opportunities of the University and Mastodon Athletics.

### **Responsibilities**

- Promote and maintain a personal commitment to the missions of PFW and Mastodon Athletics
- Strategically manage all donor work and activities within Mastodon Athletics

- Reporting to the Chief Development Officer and working closely with the Director of Athletics, the DOD-A will cultivate a portfolio of prospects capable of making major gifts (\$25,000+), develop individual strategies and solicit gifts matching donor interests with the opportunities of Mastodon Athletics. Maintain donor commitment through regular cultivation and stewardship to ensure donors remain confident in the college. Keep them informed of the outcomes of their gifts, as well as, all relevant activities and programs of the college
- Travel of approximately 50% expected in state and nationally to visit prospects
- Travel will include 12-15 substantive personal visits each month
- Coordinate and attend donor focused events with Mastodon Athletic connections
- Engage University administration, coaches, athletic staff, and faculty as prospect development resources
- Maintain appropriate and effective reporting of activity and monitoring of resources and expenditures associated with portfolio and assigned responsibilities
- Adhere to and enforce the rules and regulations of the NCAA, affiliated conferences and other authorities that may influence PFW's intercollegiate athletics program
- Enrich professional skills, including the understanding of tax laws related to charitable giving, by attending workshops, seminars, conferences, and through professional reading

### **Qualifications**

- Commitment: a belief in PFW and Mastodon Athletics with strong advocacy of their missions and values
- Fundraising Experience: a minimum of three years with particular emphasis on individual solicitation, previous experience in higher education or athletics preferred
- Judgment and Decision Making: proven ability to think on one's feet; evaluate relevant information, recognize alternatives, and reach logical conclusions based on the information available; handle day-to-day problems in a practical and effective way
- Verbal and Listening Skills: superior communication skills; specifically the talent to speak effectively and make oneself understood in both informal settings and before a group and refined listening skills to effectively acquire relevant information
- Empathy and Relationship Skills: the sensitivity to perceive and react with consideration to the needs and feelings of others; competence in developing relationships that enhance understanding, communication, and friendliness
- Ability to Motivate: the skill to influence, persuade, motivate, and convince others of the worthiness of the cause and appropriateness of a gift
- Initiative: must be able and willing to work in accordance with high, self-imposed standards and discipline; be a self-starter; devote extra effort to get the job done whenever necessary. Must be able to work in a fast-paced, demanding, and results-oriented environment
- Planning and Organizing: possess the discipline to structure personal activities to maximize productivity and efficiency; arrange documentation and information in a systematic manner; establish objectives and plans for accomplishment of goals; set priorities; meet deadlines
- Flexibility: ability to adapt and respond appropriately to the demands of a variety of situations including working early mornings, evenings and weekends to attend events and meetings

- Analytical Skills: strong experience in analyzing and interpreting data to drive donor strategies with the ability to conceptualize, develop, implement, and assess strategic development activities
- Writing: must be able to present a written message in a clear, concise, interesting, and effective manner
- Technology Skills: demonstrated proficiency in Microsoft Office and Donor Database applications
- Education: bachelor's degree required
- Valid Driver's License: able to comply with Purdue University Motor Vehicle Records Check

### **Application Process**

All applications must be submitted online. Please use this link to submit your online application: [Career Center](#)

At the career center, select this position title and follow the instructions to complete the online application process.

Applications will be accepted until the position is filled, to guarantee full consideration please apply before Friday, October 28, 2022. Please be prepared to submit a cover letter and resume. We will request the names and contact information for a minimum of three references from candidates later in the search process. All materials are requested in pdf format.

### **Compensation**

Purdue University Fort Wayne offers employees competitive salaries and a comprehensive benefits package. Employees also receive ongoing career opportunities built around growth and development, team spirit, and a commitment to work/life balance. An attractive and competitive salary/benefits package, commensurate with experience, will be offered to the right candidate.

**Working Conditions:** Work is normally performed in an office environment.

**Hazards:** Mainly those present in a normal office setting; no known hazards.

We encourage you to forward the announcement of this career opportunity to others who you believe may be interested.

Purdue University Fort Wayne is committed to creating an environment that enhances learning by recognizing the inherent worth of all individuals at the university. Diversity stimulates creativity, promotes the exchange of ideas, and enriches campus life.