



Example of Associate Athletic Director Job Description

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Our company is growing rapidly and is hiring for an associate athletic director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for associate athletic director

- Solicit major gifts through appointments, telephone solicitations and coordinated mailings to obtain and/or increase major donor contributions
- Oversee specific regional fundraising areas
- Coordinate individual sport fundraising for specific sports, as assigned
- Oversee three full-time employees and two graduate assistants
- Advise staff and administrators of appropriate fund raising strategies to assist them in securing private funding
- Recruit, train and manage volunteers to solicit pledges through committees, staff-volunteer solicitations and special functions
- Maintain prospect records and contact reports to facilitate repeated donations and establish gift histories
- Manage all athletic deposits
- Manage various components of a comprehensive annual giving program for the Athletics Department
- Responsible for annual re-certification of the athletic department staff in CPR/AED use, , updating and implementing changes to departmental emergency action plans

Qualifications for associate athletic director

- Bachelor's degree and 7+ years' related experience and minimum three years

- Reason, recall, analyze and organize information in order to make substantive and sometimes complex decisions reaching reasonable conclusions within the scope of authority
- Comprehend potential issues and address them before they become problematic
- Function professionally in highly stressful situations and to provide clear information on an impromptu basis to individuals or groups of people
- Meet continuous project deadlines
- Develop and implement strategic plans