**Assistant Vice President of Development, Associate Athletic Director**

**Miami University**

**Oxford, OH**

The Assistant Vice President of Development, Associate Athletic Director will work strategically with key external stakeholders to set engagement activities for donors, fans, and alumni with the Department of Intercollegiate Athletics (ICA) at Miami University. This person will also work with other University leaders to develop and implement strategies that impact ICA broadly as well as to help advance the mission of Miami University by planning, organizing and implementing strategies to increase the level of financial support of donors and prospects to ICA.

In alignment with Miami University’s statement on Diversity and Inclusion, University Advancement is committed to and fully embraces the philosophy and belief that a diverse community is among an institution's greatest strengths. We recognize that every Miamian has a unique story and unfortunately many are marked with challenges and pain based on one or more of their identities. We thus acknowledge the painful and difficult experiences at Miami past and present. We are committed to recognizing and celebrating all Miamians. We aspire to connect Miami with our diverse constituencies and create pathways for current and future Miamians of all backgrounds. We choose to honor Miami University’s holistic approach to and definition of diversity as our guide. This statement is only a part of Advancement’s efforts.

The Division of University Advancement is committed to creating an inclusive work environment where all people feel safe, valued, and respected. To view our full statement including our specific commitments, please visit our website: miamialum.org/DEI\_statement.

Oversee the strategic engagement of all ICA prospects and donors as well as other alumni and corporate partners. Plan and execute corporate visits, alumni visiting executive days and the recruitment of new alumni and companies. Identify, cultivate, and personally solicit alumni, parents and friends of Miami University for gifts. Manage an exclusive prospect portfolio.

Work with University and other UA staff to coordinate and plan numerous alumni events and speakers as well as provide direct support for several advisory boards including but not limited to the AD’s Circle, the ICA Campaign Committee, as well as other sport specific alumni groups.

Direct all aspects of a comprehensive development program for ICA in response to all campaign goals and initiatives. Oversee the development of messaging, metrics, goals, and progress for ICA development and campaign program. Manage and develop strategies for all prospects of Intercollegiate Athletics. Manage and direct all development staff assigned to work for ICA.

Prepare and present gift proposals to prospects with the input and assistance of coaches, administrators, other appropriate internal key stakeholders, as well as other constituent and central development officers. Proposals may involve establishing multi-year commitments, as well as helping to facilitate gifts of real estate, personal property, securities, and gifts in wills, trusts, annuities, and insurance.

Minimum Qualifications:

* Bachelor’s degree
* Eight or more years of relevant experience including fundraising, sales, and/or corporate engagement
* Willingness to travel extensively on both a regional and national level

Desired Qualifications:

* Master’s degree
* Experience in higher education
* Experience working with faculty
* Direct fundraising experience in an educational setting
* Experience working with a donor database system

Knowledge, Skills and Abilities

* Proven track record in strategically working with high net worth individuals
* Outstanding oral and written communication skills
* Excellent organizational skills and attention to detail
* Demonstrated level of leadership and management

Submit cover letter and cover letter to <https://jobs.miamioh.edu/cw/en-us/job/497183/assistant-vice-president-of-development-associate-athletic-director>

Miami University, an Equal Opportunity/Affirmative Action employer, encourages applications from minorities, women, protected veterans and individuals with disabilities. Miami University prohibits harassment, discrimination and retaliation on the basis of age (40 years or older), color, disability, gender identity or expression, genetic information, military status, national origin (ancestry), pregnancy, race, religion, sex/gender, status as a parent or foster parent, sexual orientation, or protected veteran status in its application and admission processes, educational programs and activities, facilities, programs or employment practices. Requests for reasonable accommodations for disabilities related to employment should be directed to ADAFacultyStaff@miamioh.edu or 513-529-3560.

As part of the University’s commitment to maintaining a healthy and safe living, learning, and working environment, we encourage you to read Miami University’s Annual Security & Fire Safety Report at: http://www.MiamiOH.edu/campus-safety/annual-report/index.html, which contains information about campus safety, crime statistics, and our drug and alcohol abuse and prevention program designed to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at university events and activities. This report also contains information on programs and policies designed to prevent and address sexual violence, domestic violence, dating violence, and stalking. Each year, email notification of this website is made to all faculty, staff, and enrolled students. Written notification is also provided to prospective students and employees. Hard copies of the Annual Security & Fire Safety Report may be obtained from the Miami University Police Department at (513) 529-2223.