



CAREER OPPORTUNITY

Make San José State University Your University of Choice

Position Information

Posting Date: May 30, 2008
Working Title: Senior Associate Athletic Director for External Operations/Deputy Director

Reporting Unit: Intercollegiate Athletics

Requisition Number: 13377

Hiring Range: Up to \$115,000 annually, Commensurate with experience

Excellent Benefits Package: [Management Personnel Plan\(MPP\) Benefits Summary](#)

First Screening Date: June 13, 2008

Applications received after the first screening date will be considered at the discretion of the University.

Position Classification: Classification with the Management Personnel Plan

About the Position

The Intercollegiate Athletics program at San José State University is comprised of 16 NCAA teams that compete all throughout the United States and is seeking a Senior Associate Athletic Director for External Operations/Deputy Director. The Senior Associate AD/DD will create vision and provide leadership for all revenue generation efforts for the Intercollegiate Athletics department. This includes managing the areas of fundraising, ticketing, marketing, annual giving, sponsorship, and sport supervision. As the lead liaison for community and government organizations, the Senior Associate Athletic Director for External Operations/Deputy Director will take a positive and proactive role in creating new revenue streams while stimulating building community awareness and public support for SJSU Athletics.

Working with little supervision, the incumbent will report to the Director of Athletics and serve as a lead on the senior management team and be responsible for developing and implementing a comprehensive plan for promoting, planning and managing development activities such as golf tournaments, special events, ticket sales, capital campaigns, annual giving programs and major gift solicitation.

Responsibilities include, but are not limited to:

- Create, implement and manage the operational efforts of the external relations revenue team.
- Establish and assess short and long range goals for achieving program advancement and fund development.
- Devise strategies for the identification, cultivation, solicitation and stewardship of major gift prospects.
- Daily management and oversight of staff in the areas of external relations, fundraising and development.
- Sport supervision for several Division 1 Men's and Women's programs.
- Develop and maintain budgets for all areas of supervision.
- Devise comprehensive strategic plans and implementation strategies for new revenue sources.
- Liaison to contracted third-party corporate partnership team for marketing and promotional endeavors.

Working evening, weekends and holidays will be required.

Qualifications

Bachelor's degree and eight years of high-level experience in the field of athletic fundraising is required. Master's degree preferred. Senior level management experience and expertise in intercollegiate athletics is highly desired.

The ideal candidate possesses the following knowledge, skills, and abilities:

- Proven ability to fundraise, market and communicate with public constituencies.

- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.
- Proven record of establishing and following through with strategic planning efforts and marketing projects.

Required Application Material

- Résumé
- Letter of interest
- SJSU Employment Application: [PDF version](#) [MS Word version](#)

Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

Equal Opportunity Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report](#) (www.sjsu.edu/safetyreport)

Contact Information

[Human Resources](#) (www.sjsu.edu/hr)

One Washington Square • San José, CA 95192-0046

Phone: 408-924-2250 • Fax: 408-924-2257 • Email: hrsg@sjsu.edu

University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.