



ASSISTANT DIRECTOR OF ATHLETIC DEVELOPMENT/TERRIER CLUB

JOB DESCRIPTION

The assistant director of athletic development/Terrier Club reports directly to the associate athletics director for development.

RESPONSIBILITIES

- Maintain, cultivate and solicit a portfolio of leadership gift donors.
- Serve as football and men's basketball parking liaison.
- Lead special initiatives such as the Goal Line Club and Student-Athlete Thank-a-Thon.
- Assist with Terrier Club events.
- Work in conjunction with the Terrier Club Board of Directors.
- Serve as Terrier Club contact for alumni and student-athlete parent groups on specific projects.
- Coordinate social media outlets with media relations.
- Create and edit in-house mailings and email solicitations.
- Perform day-to-day operation of fundraising responsibilities.
- Coordinate and work with event volunteers.
- Other duties as assigned regarding day-to-day operations of the director of athletics and/or Terrier Club.
- Maintain a thorough knowledge of NCAA, Southern Conference and institutional rules and complies accordingly.
- Serve as a "responsible employee" under the Sexual Misconduct Policy and report all relevant information learned about alleged sexual misconduct to the Title IX coordinator or a deputy Title IX coordinator. No employee is authorized to investigate or resolve student complaints of sexual misconduct unless they are doing so at the request of the Title IX coordinator.
- Travel required.

APPLICATION

All application materials must be submitted electronically to feisaljl@wofford.edu. Application materials include: (1) a letter of application explaining how you meet the qualifications of this position, (2) a current resume and (3) names and contact information for (minimally) three professional references. For assured consideration, application materials must be received no later than midnight Feb. 25, 2020.

ADDITIONAL INFORMATION

Wofford College does not discriminate on the basis of race, color, creed, religion, sex, age, national origin, disability, veteran status, sexual orientation or any legally protected status.

Wofford College values diversity within our students, faculty and staff, and strives to recruit, develop, and retain the most talented people. We encourage applications from all underrepresented groups, including persons with varied backgrounds, perspectives, and experiences, regardless of race, color, creed, religion, sex, sexual orientation, age, national origin, disability, veteran status or any legally protected status in accordance with applicable federal and state laws.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment. If you require an accommodation to participate in any part of the hiring process, please reach out to HumanResources@wofford.edu.

A background check will be conducted for finalist candidates. Employment is contingent upon completion of a successful background check and establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.

Salary will be commensurate with experience. Wofford College provides a competitive benefits package including employer contribution to retirement savings, employer premium contribution to comprehensive major medical insurance, disability insurance, and other accompanying fringes.

About Wofford College

Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, S.C. It offers 26 major fields of study to a student body of 1,725 undergraduates. Nationally known for its strong academic program, outstanding faculty, study abroad participation and successful graduates, Wofford is recognized consistently as a “best value college” and is among the New York Times’ “Top Colleges Doing the Most for the American Dream,” a ranking based on accessibility for low- and middle-income students. The college community enjoys Greek Life as well as 19 NCAA Division I athletics teams.

Wofford’s mission is to provide superior liberal arts education that prepares its students for extraordinary and positive contributions to a global society. The focus of Wofford’s mission is upon fostering commitment to excellence in character, performance, leadership, service to others and lifelong learning. Wofford strives for sustainability in all aspects of college life through respect for the environment and through our core values.

About Spartanburg

Spartanburg is a city of about 40,000 located in the northwestern part of the state, about one hour’s drive from Charlotte or Asheville, North Carolina, and about 30 minutes from Greenville,

South Carolina. Coastal South Carolina can be reached in about three hours. Learn more about Spartanburg www.spartanburgchamber.com/live.