

## **Assistant Director of Athletics Development/Terrier Club**

Wofford College's Terrier Club invites applications for an assistant director of athletics development. This position reports to the associate athletics director for development and will be responsible for developing and executing development strategies to enhance Terrier Club participation and giving. This is a full-time (40 hours per week) position with the schedule determined by the director.

### **KEY RESPONSIBILITIES:**

- Engage alumni and friends to determine their philanthropic interests, with an immediate focus on athletics' fundraising goals.
- The position will serve as a departmental liaison to volunteer groups, provide stewardship to current donors, lead and develop strategic strategies for engagement and manage a leadership giving portfolio.
- Collaboration with the Wofford College advancement staff to optimize annual Terrier Club solicitations and contributions.
- Football and men's basketball parking liaison.
- 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 comply accordingly.
- Be 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.
- Night and weekend work required.
- Travel required.

### **QUALIFICATIONS:**

A bachelor's degree and minimally one year of experience in the development/advancement field (or similar profession) is required for appointment. The selected candidate will work collaboratively with diverse constituencies and have excellent analytical and communication (oral, written and presentation) skills. Proven success in developing creative, revenue-producing fundraising appeals and experience in higher education and the liberal arts are very desired.

### **APPLICATION:**

Application materials must be submitted electronically to [feisaljl@wofford.edu](mailto: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 on July 1, 2021.

### **SALARY AND BENEFITS:**

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, tuition remission for qualifying dependents, disability insurance and other accompanying fringes.

**EEO STATEMENT:**

Wofford College values diversity within our students, faculty and staff, and strives to recruit, develop, and retain the most talented people. Wofford College does not discriminate in employment on the bases of race, color, creed, religion, sex (including pregnancy or childbirth or related medical conditions including but not limited to lactation), sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status, or any other legally protected status in accordance with applicable federal, state and/or local laws.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require an accommodation to participate in any part of the hiring process, please reach out to [HumanResources@Wofford.edu](mailto: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.

**ABOUT WOFFORD COLLEGE:**

Wofford College, established in 1854, is a private liberal arts residential college located a few blocks north of downtown **Spartanburg**, South Carolina. Wofford offers 27 major fields of study to a student body of 1,764 undergraduates and is nationally known for the strength of its academic program, outstanding faculty and study abroad participation. Wofford is home to one of the nation's 290 Phi Beta Kappa chapters. The college community supports 19 NCAA Division I athletics teams and numerous **student organizations**, including honor societies, professional organizations, faith-based organizations, club sports and three publications.

Wofford's priorities increasingly reflect commitments to diversity, inclusivity and coalition building. Created in the spring of 2015, the President's Diversity, Equity and Inclusion Committee has executed the recommendations of Wofford's 2014 Strategic Vision Plan: to increase the diversity of students, faculty and staff; to support programming and policy geared toward equity; and to link its investment in diversity to sustainable partnerships with the Spartanburg community. Working alongside Wofford's Center for Community-Based Learning, the committee has helped Wofford restructure campus leadership; develop diversity training for faculty and staff; increase geographic, racial, ethnic, socioeconomic and LGBTQ+ representation; and increase funding for diversity-related programming.

**COMPLIANCE WITH TITLE IX:**

In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of sex. Policies and procedures for addressing complaints of discrimination and harassment can be found at [www.wofford.edu/titleix](http://www.wofford.edu/titleix). Reports can be made to the Title IX coordinator at any time. Inquiries related to the application of Title IX at Wofford should be referred to the college's Title IX coordinator and external inquiries can be made to the Department of Education.

Wofford College Title IX Coordinator

Amanda Estabrook  
429 N Church St.  
Campus Life Building, Office 6  
Spartanburg, SC 29303  
864-597-4047  
[estabrookar@wofford.edu](mailto:estabrookar@wofford.edu)

External inquiry can be made to:

Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
800-421-3481  
[OCR@ed.gov](mailto:OCR@ed.gov) / <http://www.ed.gov/ocr>