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. 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.

**ABOUT WOFFORD COLLEGE:**
Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, South Carolina. It offers 27 major fields of study to a student body of 1,775 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful graduates, Wofford is recognized consistently as a “best value” and for its commitment to student success and accessibility for low- and middle-income students. The college community has 12 sororities and fraternities as well as 19 NCAA Division I athletics teams.

**ABOUT SPARTANBURG:**
Spartanburg County, the 5th-largest county in South Carolina, is home to nearly 328,000 people and 13 municipalities. The county is unmatched statewide in economic development for new investment and job creation. There are seven colleges or universities in Spartanburg as well as a comprehensive research and teaching hospital. The growing Spartanburg downtown area — with new shops and restaurants, public art and miles of walking and biking trails — is located a few blocks south of Wofford’s campus. To learn more about Spartanburg, visit onespartanburginc.org.

**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, 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 local laws. For information about Wofford’s Title IX compliance, visit wofford.edu/administration/title-ix.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.