



ASSOCIATE DIRECTOR, PRINCIPAL GIFTS

POSITION SUMMARY:

This position reports to the Director, Principal Gifts of Athletics Advancement. The Associate Director, Principal Gifts will manage a portfolio of major gift donors (\$25,000+) to raise funds for strategic fundraising priorities for the University of Oklahoma Athletics Department and will be responsible for the effective solicitation and procurement of principal gifts including facility gifts, planned gifts, and scholarship endowments.

This professional works closely with other members of the Athletics Advancement team including the Sr. Associate Athletics Director, Associate Athletics Director, fellow OU Foundation colleagues as well as athletic department leadership to develop and implement the fundraising strategy for the team to meet fundraising goals. Continuously seeks private fundraising opportunities to benefit the athletics department.

SPECIFIC DUTIES INCLUDE:

- Engage in daily outreach to current donors and prospects to cultivate & solicit philanthropic pledges and donations to support OU Athletics focusing specifically on contributions \$25,000 or greater with an annual goal of \$ 2,000,000.
- Manages an active portfolio of principal gift prospects in all aspects of the development cycle. Solicits and secures private gifts from individuals.
- Records and reports to the Director of Principal Gifts on a consistent and regular basis (i.e. weekly) in regards to principal gift metrics such as meaningful contacts, in person donor visits, solicitations, dollars raised and other activities related to these metrics.
- Collaborates with athletics Principal Gifts Team to recommend and coordinate implementation of cultivation strategies that will lead to increasing the number of principal gift solicitations.
- Collaborates with the athletics Stewardship, Donor Engagement and Communications team to ensure cultivation and stewardship strategy and plans are developed and executed.
- Assists in development and maintenance of ticket requests that are tracked and filled based on the priority point system.
- Collaborates with multimedia partner on corporate philanthropy opportunities.
- Assists in all Sooner Club activities including event preparation, management, and implementation. Assists in game day operations as needed for all sports.
- Liaison for assigned Booster Club(s)
- Assures that donor inquiries are answered in a timely manner.
- Maintains standard in-office working schedule to accommodate in-person visits with current and prospective Sooner Club members while also being engaged out of the office on donor appointments and all Sooner Club activities including solicitations, cultivation, and stewardship. Develops and manages an individual business travel schedule within the budget and policies of the OU Foundation.
- Works with confidential donor information, documents donor interactions and solicitations in the prospect management system keeping donor information updated.
- Builds strong relationships with athletic department leadership and staff to creatively connect department needs with opportunities for support from individual donors and achieve team goals.
- Works with legal documents including donor agreements.
- Monitors, analyzes, and provides data related to team-specific activity and use of donor funds.



THE UNIVERSITY OF OKLAHOMA
FOUNDATION

- Actively and continuously learns about the practices of fundraising and the University of Oklahoma through internal and external professional development opportunities, relationships, and independent study.
- Continuously be aware and mindful that all activities reflect the Oklahoma Athletics and OU Foundation mission statement and core values.
- Knows, understands, and reinforces commitment to NCAA and Big 12 rules. Violations or suspected violations will be reported to the OU Athletics compliance staff.
- Promotes student-athlete experience in all initiatives.

Perform related responsibilities as required or assigned.

REQUIRED QUALIFICATIONS:

Knowledge, Skills, Abilities

- Ability to develop, maintain and grow interpersonal relationships with university alumni, donors and friends, administrators, faculty, students, and staff.
- Demonstrated ability to solicit gifts preferable but not required.
- Excellent oral and written communication skills including the ability to make effective presentations to large and small groups.
- Excellent organizational and prioritization skills. Ability to handle multiple projects and deadlines.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Proficiency in Microsoft Office applications and the ability to learn customized online software applications, basic data analysis.
- Ability to effectively evaluate projects/programs and produce comprehensive reports.
- Understanding of the University of Oklahoma's values of diversity, equity, and inclusion.
- Understanding of ethics as described in the Association of Fundraising Professionals Code of Ethical Standards.
- Ability to travel to in-person meetings in various U.S. cities. 30% travel availability required.
- Ability to travel independently, by car, to multiple locations for work that may be significant distances from one another.
- Occasional weekend or evening work is required.

Equivalent Education/Experience

- Bachelor's Degree in a related discipline.
- Fundraising, sales, nonprofit, higher education and/or communications experience preferred but not required.

SALARY RANGE:

Salary commensurate with experience.

Please submit your application using the [OU Foundation form](#).