



**Intercollegiate Athletics  
Associate Athletic Director for Development  
Position Announcement**

Eastern Illinois University is seeking an Associate Athletic Director for Development. This position reports to the Director of Athletics. The Associate Athletic Director for Development is responsible for oversight of Athletic Development operations within the guidelines of the University, Conference and NCAA rules.

**The expectations of the Director for Development:**

- Supports the financial well-being of the department by soliciting and securing donations.
- Oversees department's annual fund drive.
- Responsible for structuring, implementing and monitoring a highly effective donor services program.
- Coordinates and hosts special events and fundraisers.
- Responsible for growth of Panther Club and retention of members.
- Coordinates courtesy car program.
- Organizes and conducts market research.
- Keeps statistical and financial records.
- Communicate effectively with established donor base.
- Effectively coordinate cultivation, stewardship and solicitation including in-person visits with donors.
- Remains in compliance with University, OVC and NCAA rules and regulations.
- Understand that the logo is always on as they model professional behavior.
- Represent their Unit, the Department, and the University with class.
- Committed to ongoing professional development and lifelong learning.
- Performs other duties as assigned by the Director of Athletics.

Bachelor's degree required; Five or more years of experience and proven effectiveness in fundraising and development. Additional qualifications include possessing excellent organizational skills, personal skills and the ability to interact professionally within the department, the campus and the community. Demonstrated commitment to diversity and experience with promoting inclusive excellence is required.

To apply for this position, submit a letter of application, resume, and the names, phone numbers and email addresses for 3 references to Interfolio via <http://apply.interfolio.com/89215>.

For questions regarding this search, please contact Mark Bonnstetter, Search Committee Chair, at [mdbonnstetter@eiu.edu](mailto:mdbonnstetter@eiu.edu).

*Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer - minority/female/disability/veteran - committed to achieving a diverse community.*