TITLE OF POSITION/RANK: Development Associate, Athletics  
DEPARTMENT: Development and University Relations (DAUR); Split Time – Lincoln Center Campus/Rose Hill Campus  

RESPONSIBILITIES:  
The Development Associate is an integral member of the Development Office’s Athletic team and reports to the Assistant Director of Development, Athletics. S/he will have input into fundraising strategies and activities, and his/her ideas on all projects are considered and valued. S/he is responsible for providing full administrative support in all fundraising activities including donor and public relations, mail and email appeals, special events, including but not limited to the following:  
- Communications and marketing for the Maroon Club, including development, fulfillment, and constantly updating the Maroon Club website page  
- Runs all of the Athletic Development’s social media platforms  
- Works closely with the Assistant Director for event preparation and execution  
- Plans and coordinates the Giving Tuesday and Fordham Giving Day campaigns with the Annual Fund for all varsity sports, utilizing GiveCampus  
- Implements new and creative ideas to engage student-athletes and young alumni with the idea of philanthropy  
- Helps create plans for coaches and student-athletes to follow for social media purposes  
- Writes and edits solicitation emails/letters for varsity sports as well as end of the year solicitations  
- Updates the fundraising dashboard for the Head Coaches and administrative staff  
- Pulls bi-weekly and monthly reports for all varsity and club sports  
- Continuously updates all varsity sports’ lists of former athletes and supporters  
- Bridges between athletics and development for all stewardship pieces  
- Helps the Assistant Director coordinate the spring phone-a-thon/thank-a-thon for all varsity sports  
- Actively participate in all key athletic events, including home football and basketball games, key games for other sports, as well as other major DAUR functions.  
- Significant evening and weekend work will be required. There may be light travel when necessary.  
- Be prepared to be an active member of a small team; should be comfortable with taking on responsibilities beyond what is listed above.  
- The Development Associate will conduct him or herself in the spirit of DAUR’s core values and within the boundaries of NCAA rules and regulations.  

QUALIFICATIONS:  
- Must be a disciplined self-starter and be able to work within the context of a team environment while maintaining the ability to work independently.  
- One to two years of experience, in an administrative position, is preferred.  
- Organizational skills, attention to detail, a superior ability to multitask are also needed.  
- Excellent written and oral communication skills are expected.  
- Personal experience as a student-athlete is a plus.  

SALARY: Commensurate with experience.  
STARTING DATE: ASAP  
Send Cover Letter and CV to: Development Associate, Athletics developmentjobs@fordham.edu

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