

JOB DESCRIPTION

JOB TITLE: Director of Development & Special Programs

PROGRAM / DEPARTMENT: Development & Programming

REPORTS TO (Title): Associate Commissioner | Development, Marketing and Administrative Services

FLSA STATUS (Exempt or Non-Exempt): EXEMPT

SUPERVISORY RESPONSIBILITY: TBD

POSITION SUMMARY:

Development: Works closely with Associate Commissioner to develop, execute, and maintain strategic development and fundraising strategies to meet organizational objectives and financial needs. Provides effective management of activities in support of corporate partnerships, fundraising efforts, and programming support and implementation for the NCHSAA and the NCHSAA Foundation. Responsible for managing, coordinating, implementing and evaluating various NCHSAA special programs to recognize member schools and student athletes for their success on and off the playing field/court. This position also serves as the NCHSAA historian, including record keeping for championship records and events.

ESSENTIAL FUNCTIONS:

NCHSAA

Development

- In conjunction with Associate Commissioner, maintains existing legacy partnerships through renewals, fulfillment, and activation and oversees the following:
 - Partner stewardship and communications
 - Partner billing and acknowledgement thanks
 - Contract fulfillment
 - Partner activation at events
 - Proof of performance reports
- Coordinates fulfillment and activation of partnerships generated through third party marketing arm, Teall Properties Group (TPG)
- Collaborates with staff to identify funding needs that may be met through outside funding opportunities including but not limited to grants, partnerships, special events, and in-kind donation of services and/or products;
- Other related duties as assigned and/or determined.

Special Programs

- Award/Recognition Programs
 - Coordinates and fulfills select recognition programs associated with corporate partnerships or otherwise; the following is not all-inclusive and additional recognition programs and awards may evolve
 - Scholar-Athlete Recognition program, Wells Fargo & Conference Cup program, Performance of the Week (or Month)
 - Awards: Eight Who Make a Difference, Spirit of Sport, Exemplary School, Ejection-Free Schools
 - Annual review/edits of program-related documents for online postings, e-blasts, and/or newsletter promotions.
- Coordinates promotional schedule for various programs and awards/recognition presentations.

- NCHSAA Scholarships
 - Manages, coordinates and implements various Scholarship opportunities offered by NCHSAA;
 - Ensures compliance with federal, state and national regulations;
 - Maintains appropriate application files;
 - Manages scholarship funds distribution to recipients according to policy;
 - Facilitates scholarship presentations at appropriate events;
 - Manages and coordinates Scholarship Evaluation teams;
 - Organizes and facilitates Scholarship Evaluation meetings and recruit committee members, as necessary and appropriate;
 - Provides committee with instructions, access to applications and appropriate information required to select scholarship recipients.
- NCHSAA Historical records
 - Coordinates, researches, revises, manages and maintains NCHSAA State Championship records, NCHSAA record book, and national record applications;
 - Responsible for managing effective and efficient record-keeping system/process.

NCHSAA Foundation

- Assists with the administration and coordinate of annual donor solicitations
- Donor record management, maintenance, reporting, purging
 - Working knowledge of donor software
 - Manages and processes incoming receivables for the Foundation Endowed Funds, including acknowledgements, overdue pledge notices, and reconciliation with Director of Business & Finance
 - Generates legally compliant year-end donor tax statements.
- Assists with implementation of Foundation Scholarship and Grant opportunities
 - Fields communications from applicants, parents, school administrators during application and award process;
 - Assists with scholarship presentations at sporting and non-sporting events, as needed;
 - Creates content for use in donor communication materials;
 - Assists volunteer evaluation members with instructions, access to applications and appropriate information required to select scholarship recipients;
 - Assists with coordination of Scholarship and Grant Evaluation & Review meetings, as deemed necessary;
- Takes minutes during Foundation Board of Trustee meetings (both in-person and virtually).
- Other related duties as assigned and/or determined.

OTHER

- Individual may be assigned duties specific to one or more sanctioned sports and/or invitational event(s) such as media-liaison and/or marketing-related responsibilities;

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EQUIPMENT USED

- Microsoft Office Suite
- Adobe Suite (Adobe InDesign, Adobe Photoshop, Adobe Illustrator)
- Apple MacBook
- Telephone

- Copiers/scanners/laminators
- Association vehicles

WORKING CONDITIONS

- In-office work (i.e. not remote) during non-championship, non-event times throughout the year;
- Ability to work weekends and/or outside typical office hours for State Championship or non-sporting meetings and/or events;
- Some Championships and/or events may be outside in adverse weather conditions;
- Ability and willingness to travel both in-state and out-of-state, as appropriate and necessary.

PHYSICAL AND MENTAL REQUIREMENTS:

- Ability to stand or sit for extended periods of time
- Ability to lift at least 50 pounds

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree required; Master's degree preferred;
- A minimum of five (5) years experience in athletic administration;
- CAA (Certified Athletic Administrator) credential encouraged;
- Experience cultivating professional relationships with school administrators, members of the media, partners, and students;
- Working knowledge and actual experience working in an NCHSAA member high school in areas related to development, event management, and student programming.

KEY COMPETENCIES:

- Working knowledge of the NCHSAA, its historical reference, and its programming, high school sports, and the state of North Carolina;
- Ability to communicate effectively with staff, member schools, and outside entities both orally and in written form;
- Demonstrated creativity, initiative, and ability to perform job requirements with minimal supervision;
- Demonstrated ability to exercise sound judgment and discretion and use effective decision-making skills to determine appropriate actions;
- Ability to cultivate and sustain relationships for the benefit of the Association and member schools;
- Demonstrated ability to work closely with corporate partners, facility operations staff, advertising vendors, media members;
- Must be able to effectively interact with people, especially in a team setting, to accomplish overall mission and/or goals;
- Attention to detail and accuracy with high performance output is essential;
- Must be highly capable of managing and successfully completing multiple projects with conflicting deadlines.

LICENSES AND KNOWLEDGE REQUIREMENTS

- Valid Driver's License