

CAL POLY HUMBOLDT



Assistant/Senior Associate Athletics Director for External Affairs & Senior Women Administrator (if applicable)

Intercollegiate Athletics

Job # 22-33

Close Date: Thursday, April 7, 2022

(Job #22-33) Administrator I, Assistant Athletics Director for External Affairs/Administrator II, Senior Associate Athletics Director for External Affairs & Senior Women Administrator (SWA-if applicable), \$4,583 – 13,750/month. Salary is commensurate with qualifications and experience. This is a full-time, benefited, exempt, 12-month pay plan position in Intercollegiate Athletics. This position is an Administrator I/II in the California State University Management Personnel Plan (MPP). Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Additional information can be found at: <http://www.calstate.edu/HRAdm/policies/mpp.shtml>. This position comes with a premium benefits package that includes outstanding vacation, medical, dental, and vision plans, life insurance, voluntary pre-tax health and dependent care reimbursement accounts, a fee waiver education program, membership in the California Public Employees Retirement System (PERS), and 14 paid holidays per year. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>.

Now is an exciting time to join Intercollegiate Athletics as we transition to Cal Poly Humboldt! Cal Poly Humboldt has been named the state's third polytechnic institution and the first in Northern California. Backed by a historic state investment, we're adding in-demand new academic programs, building new facilities, and growing our enrollment. Cal Poly Humboldt is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. We are committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.

Position Summary: Under the general direction of the Athletics Director, the Assistant OR Senior Associate Athletics Director supervises all external operations and is responsible for identifying and cultivating potential individual and corporate donors; overseeing a variety of fundraising events and activities; and managing season ticket sales and distribution. This position is a senior leader for Intercollegiate Athletics, and sits on the Executive Committee of the department. This position requires knowledge of the revenue generation platforms for Cal Poly Humboldt, including brand awareness, marketing objectives, and capital projects. The incumbent will supervise full and part-time staff and will have select sport-oversight responsibilities. The incumbent may provide oversight to other duties pertaining to the

operational needs of Intercollegiate Athletics. Depending on experience and qualifications, the incumbent may also serve as the Senior Women's Administrator.

Key Responsibilities:

- Leads all revenue generation platforms for the Lumberjacks, including a unified Annual Fund and Major Giving initiatives, robust corporate sponsorship and donor fulfillment programs, provide oversight for third party ticket sales/operations groups.
- Serves as the primary liaison to the University for capital projects and infrastructure, contract negotiations, and postseason administration.
- Provides overall administrative oversight and direction for External Affairs, including assisting with improving revenue generation and growth of net revenue, supporting all functions of these areas, developing long-term goals to continue to strategically move these areas forward and best support the goals of the University and the Department of Intercollegiate Athletics and Recreational Sports.
- Establishes program-wide and sport-specific fundraising goals, plans, and implementation strategies.
- Approves, coordinates and oversees a variety of sport-specific fundraising activities conducted by coaches and student-athletes.
- Develops and implements appropriate cultivation, solicitation and stewardship strategies and goals for prospects and donors.
- Identifies and cultivates volunteers from local business and community groups for participating in annual fund campaigns and special events.
- Trains, coordinates and supervises coaching and professional staff, student interns and volunteers involved in annual fund campaigns and special events.
- Identifies prospective individual and corporate donors, and cultivates and solicits prospects. Maintain open & effective channels of communication with all donors through correspondence and personal contact. Personally solicits top prospects and donors.
- Develops, implements and maintains the Corporate Partners program to market and promote Lumberjack Athletics through a combination of print and electronic media advertising.
- In collaboration with the outside ticket sales agency, coordinates and manages season ticket solicitations and follow-up ticket sales.
- Collaborates with department staff to develop, implement and evaluate a comprehensive plan to market and promote intercollegiate athletics, with the two-fold purpose of increasing audience and program revenues.
- In collaboration with the Special Events Director, develops, implements and promotes special events to enhance attendance and actively involve students, faculty, staff, alumni and community supporters in Lumberjack Athletics.
- Leads all brand awareness, promotional and marketing initiatives for Lumberjacks Athletics
- In coordination with the Special Events Director, prepares game announcements related to entertainment efforts or to recognize corporate partners.
- Serves as the sport administrator for multiple varsity sports
- (Dependent on experience and qualifications) Responsible for assisting the Director of Athletics with the overall administration of the Cal Poly Humboldt's Department of Intercollegiate Athletics and Campus Recreation.
- (Dependent on experience and qualifications) Represents the University as Senior Woman Administrator (SWA) on CCAA and NCAA Governance groups.
- Other duties as assigned.

Knowledge, Skills, and Abilities Associated with this Position Include:

- Excellent organizational ability and leadership skills.
- Ability to oversee multiple projects and quickly discern complex and competing interests.
- Skills to implement and execute programs including skills to achieve predetermined goals and objectives within budget and time constraints.
- Excellent oral and written communication, interpersonal communication, and public speaking skills.
- Ability to work effectively with coaches, students, faculty, administration, University leadership, and the community at large.
- Demonstrated commitment and/or experience promoting and fostering a learning environment that is supportive of individuals from diverse backgrounds.
- Demonstrate tact, a positive attitude, courtesy and discretion in dealing with trustees, faculty, staff, students, high-level university officials and the public.
- Work independently as well as function effectively in a team and within a diverse group of people.
- Skills to analyze, evaluate and improve programs/services.
- Thorough knowledge of and ability to use a broad range of technology, systems, and software, including fluency in Microsoft office programs, the Adobe suite, and Google Workplace.
- Maintain strict confidentiality and attention to detail.
- Working knowledge of NCAA rules/regulations.
- Uphold, and abide by, Cal Poly Humboldt policies and procedures.
- Must possess, or be able to attain, a valid California Driver's License.

Minimum Qualifications:

- Bachelor's degree;
- Two (2) years senior-level experience in collegiate athletics administration.;
- One (1) year experience in annual fund or major gift development and fundraising or a related field.

Preferred Qualifications:

- Two (2) years senior-level experience in collegiate athletics administration at the NCAA Division I or II level.
- Three years of experience and demonstrated success in annual fund or major gift development and five years of experience in fundraising or a related field.
- Master's Degree, preferably in business, higher education administration, sport administration, or a similar field.
- Demonstrated supervisory experience.
- Demonstrated professional written and verbal communication and interpersonal skills, and the ability to work effectively with a wide range of stakeholders;
- Demonstrated ability to maintain and develop relationships with executives, board members, student-athletes, sponsors, fans, donors, and the broader University community.
- Ability to identify, attract, and retain talent.
- Thorough knowledge of basic concepts, principles, and procedures of building and maintaining effective relations with internal and external constituencies.

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest

- Resume or Curriculum Vitae
- Contact information for at least three professional references
- Cal Poly Humboldt Employment History Form (Cal Poly Humboldt Employment History Form: <https://forms.humboldt.edu/employment-history-form>; NOTE: Download the Cal Poly Humboldt Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/103873>

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Thursday, April 7, 2022.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or Cal Poly Humboldt's Human Resources Office at (707) 826-3626.

Cal Poly Humboldt sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi'ni (over in the woods). Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

Cal Poly Humboldt is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Cal Poly Humboldt is part of the 23-campus California State University system and one of only three polytechnic universities in the system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, Cal Poly Humboldt is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,500. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

Working in the state of California is a condition of employment for this position. Even if part or all of an employee's assignment can be performed remotely, the employee must maintain a permanent residence in the state of California. The employee must be able to accept on-campus work assignment, as assigned, and come to campus when needed.

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/> and questions may be sent to hr@campus.edu.

Cal Poly Humboldt hires only individuals lawfully authorized to work in the United States. In compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, California Education Code section 67380, and the Higher Education Opportunity Act (HEOA), the Cal Poly Humboldt Annual Security Report is available at: <https://clery.humboldt.edu/content/annual-security-reports>.

CAL POLY HUMBOLDT IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (e.g. H1-B VISAS)

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. Cal Poly Humboldt will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

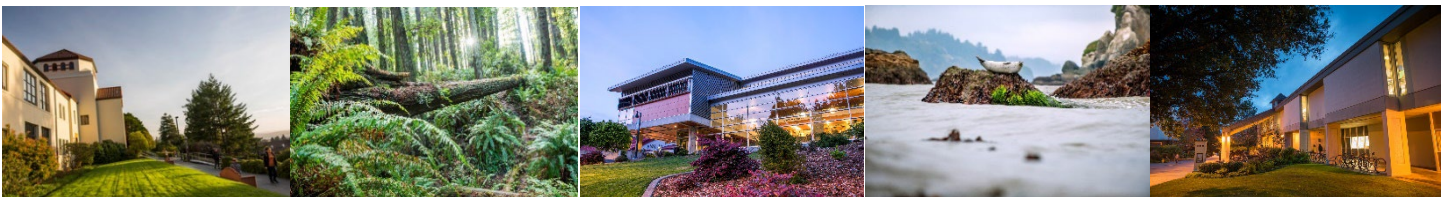
Cal Poly Humboldt is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.

Cal Poly Humboldt is a Title IX/Affirmative Action/Equal Opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. Mandated Reporting: This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

Class Code: 3312

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See more photos at [Cal Poly Humboldt's Flickr page](#).