

Associate AD – Director of Athletic Development
Old Dominion University

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Posted Sep. 23, 2025, set to expire Jan. 22, 2026

Job Title Associate AD – Director of Athletic Development
Department ATHLETIC FUND RAISING
Institution Old Dominion University
Norfolk, Virginia

Date Posted Sep. 23, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Athletics

Job Website <https://jobs.odu.edu/postings/24181>

Apply By Email

Job Description

Job Summary

The Associate AD – Director of Athletic Development oversees the day to day operations of the athletic fundraising team including the planning, organization and implementation of the Athletic Annual Fund campaign which manages all aspects of communication, stewardship, ticketing, including premium seating, re-seating, parking, hospitality and other donor benefits. The Associate AD will supervise the Assistant Director of Annual Fund and the Donor Relations Manager and Director of Premium Seating and Special Events. This position will maintain a portfolio of annual and major gift donors and will oversee sport specific fundraising for assigned programs. Major gift fundraising will include endowments, capital, planned gifts and sport specific gifts.

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FullTime

Type of Recruitment

General Public

Minimum Qualifications

- **Master's degree or Bachelor's degree with experience equivalent to a Master's degree.**
- Considerable knowledge of annual and major gift cultivation, solicitation and stewardship.
- Strong interpersonal and communication skills to engage donors, alumni and corporate partners.
- Ability to manage staff, interns or volunteers.
- Comfort representing the athletic department at events, games and donor meetings.
- Competence with CRM/donor management systems (i.e. Razer's Edge and Paciolan)
- Strong organizational skills.
- Demonstrated ability to work effectively as a team member.
- Strong work ethic and high integrity.
- Considerable progressively responsible experience within athletic development.
- Some experience setting and achieving fundraising goals.

Preferred Qualifications

- Postgraduate degree in business administration or sports management preferred.
- Some experience in athletic fundraising preferred.
- Some experience with Division 1 athletics preferred.

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact