



Title	Assistant Director of Development
Position Summary	<p>The Assistant Director of Development supports the execution of the Foundation’s fundraising strategy, with a primary focus on annual giving, donor engagement, and the identification and advancement of major gift prospects. Working closely with advancement and Foundation staff, this role manages a defined portfolio of donors and is responsible for cultivating, soliciting, and stewarding donor relationships while strengthening the overall fundraising pipeline.</p> <p>This position plays an active role in solicitation efforts, including annual and leadership-level asks, and contributes to major gift solicitations in collaboration with senior development staff. The Assistant Director emphasizes relationship building, proactive donor stewardship, and coordinated development activities. This position reports to the Senior Associate Director – Capital Campaigns & Major Gifts.</p>
Key Responsibilities	<ul style="list-style-type: none">• Support the implementation of fundraising strategies related to the Annual Fund, major gifts, and planned giving initiatives.• Build and maintain relationships with current and prospective donors through outreach, meetings, and participation in cultivation and stewardship events.• Manage a portfolio of approximately 250 donors at the Broyles-Matthews level (\$5,000+) and above, with emphasis on annual giving growth, donor retention, and upgrades.• Conduct regular donor outreach, including in-person and virtual visits, to sustain engagement, identify solicitation opportunities, and qualify prospects for major gifts in coordination with advancement staff.• Actively participate in solicitation efforts, including making annual and leadership-level asks and supporting major gift solicitations alongside senior staff.• Maintain accurate, timely, and detailed records of donor interactions and activities using the Foundation’s CRM system.• Assist in preparing donor proposals, briefing materials, presentations, and follow-up communications, particularly for major and planned gift opportunities.• Support donor engagement activities, including events, game-day experiences, and stewardship initiatives.• Participate in community, alumni, and networking events to enhance Foundation visibility and identify potential donors.• Serve as a liaison to assigned sport programs or Razorback Clubs, as needed.• Assist with planning and execution of Foundation events, including logistics, setup, and guest relations.• Provide exceptional customer service to donors, members, and stakeholders while maintaining professionalism and confidentiality.• Collaborate effectively with internal Foundation colleagues and University of Arkansas Athletics Department partners.• Perform other duties as assigned, including attendance at athletic events, which may occur during evenings, weekends, and occasional holidays.

<p>Expectations</p>	<ul style="list-style-type: none"> • Maintain a high level of professionalism, discretion, and confidentiality. • Demonstrate strong attention to detail and accuracy in all work. • Communicate effectively and professionally with donors, members, staff, Board members, and university partners. • Foster a positive, collaborative, and productive work environment. • Maintain regular, reliable attendance and perform effectively in a fast-paced, deadline-driven setting. • Demonstrate flexibility, including the ability to work evenings and weekends as required.
<p>Minimum Qualifications</p>	<ul style="list-style-type: none"> • Bachelor’s degree required. • One to three (1–3) years of relevant professional experience; experience in fundraising, sales, or relationship management preferred.
<p>Preferred Qualifications</p>	<ul style="list-style-type: none"> • Self-motivated with the ability to work independently and as part of a team. • Strong written and verbal communication skills. • Commitment to teamwork and donor-centered service. • Working knowledge of NCAA and Southeastern Conference rules and regulations preferred.
<p>Knowledge, Skills and Abilities</p>	<ul style="list-style-type: none"> • Familiarity with CRM systems (e.g., Paciolan, Salesforce) preferred. • Understanding of fundraising principles or a demonstrated willingness to learn. • Strong interpersonal skills with the ability to build relationships with diverse constituents. • Highly organized with strong time-management skills and the ability to manage multiple priorities and deadlines. <p>Please send resume & cover letter to HR@razorbackfoundation.com to apply.</p>