

## Director of The Royals Club

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**Summary:** The Director of The Royals Club is responsible for creating, implementing, and evaluating fundraising strategies to build a sustainable and increasing base of support for Queens Athletics. After accepting a bid to join the ASUN Conference, Queens moved from NCAA Division II to Division I competition in July 2022.

In addition to maintaining a portfolio of donors and managing volunteers, the director's work focuses on supporting a pipeline of major and planned gift donors as a part of larger department-wide and university campaign strategies. Specific responsibilities detailed below.

The Director of The Royals Club reports to the Senior Director of Engagement and Giving with a dotted line to the Director of Athletics. Previous work with Division I fundraising is preferred and knowledge of the Charlotte philanthropic community is a plus.

*This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay or compensatory time off for additional hours worked.*

### **Essential Duties and Responsibilities:**

- Lead fundraising program for Queens Athletics through The Royals Club with a primary focus on increasing participation with and financial support for undesignated giving;
- Develop and oversee The Royals Club communication strategies, including sport specific communication and engagement;
- Engage with Athletics and Advancement staff, along with other members of the university community, to identify high potential major gift prospects;
- Plan innovative programming and events to engage alumni, parents, friends, and community members in supporting Queens Athletics;
- Implement and manage a volunteer board to support fundraising, elevate community awareness, and share the vision of Queens Athletics;
- Support strategies for targeted fundraising campaigns, including #QUnited giving day, Giving Tuesday, Athletics Hall of Fame, Homecoming, Reunion, and faculty and staff support;
- Other duties and special projects may be assigned to meet University goals.

**Applications received by October 19, 2022 will receive first consideration.**

Queens will continue to accept applications until the position is filled.

<https://www.queens.edu/careers/>

**Education/Skill Requirements:**

- Bachelor's degree or an equivalent combination of training and experience, which includes 3+ years of experience in athletic fundraising;
- Understanding of marketing and fundraising for an educational institution;
- Creative problem solver and strategic thinker;
- Successful track record of developing and implementing strategies and programs that increase donor participation and dollars;
- Exceptionally strong communication skills (verbal, written, interpersonal, presentation) and ability to quickly establish and maintain strong rapport with donors;
- Demonstrated organization and planning skills;
- Must be able to work in a fast-paced environment with demonstrated ability to effectively prioritize multiple competing tasks and demands;
- Proven ability in taking initiative and working well under pressure;
- Demonstrated commitment to diversity, inclusion, and equity A high level of personal integrity and professionalism and a proven ability to maintain confidentiality at all times;
- Strong reasoning skills and the ability to define problems, collect data, establish facts and draw valid conclusions to resolve problems;
- Ability to actively listen and provide exceptional customer service;
- Ability to work both independently and collaboratively;
- Proficiency with Microsoft Word, Excel, Outlook and Slate, or similar CRM software.

**Application Process:**

1. A cover letter addressing the position qualifications and experience.
2. Current résumé or CV.
3. Salary requirements.
4. Contact information for three professional references.

**Work Conditions:**

- Must be willing and able to work a flexible schedule to meet requirements of the position, including occasional nights, and/or weekends.
- Must be willing and able to travel (by car, bus, air, or other modes as appropriate; overnight stays) to achieve goals.
- Work in office environment, involving contact with faculty, staff, donors, students, parents, service providers and vendors.
- Work has deadlines, multiple interruptions, high volume and may be stressful at times.

*Nothing in this job description restricts the university's right to assign or reassign duties and responsibilities to this job at any time; this description reflects the university's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned; this job description is subject to change at any time.*