

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Development Associate / Coach I

POSITION OVERVIEW

The Development Associate is a full-time, 12-month, benefited position under the dual supervision of the Vice President for Institutional Advancement and Director of Athletics and is an integral part of the school's advancement team. This position is responsible for the planning, execution, and growth of the school's Annual Giving program (including both restricted and unrestricted funds) and increasing external sources of funding. Responsibilities include, but are not limited to the Annual Giving campaign, recruiting, organizing and managing volunteers, planning and execution of direct mail and telephone appeals; research, identification, cultivation and solicitation of annual fund prospects.

The employee also serves as the head coach of a varsity athletic team and runs this athletic program in accordance with Maine Maritime Academy, North Atlantic/New England Men's and Women's Athletic Conference, and NCAA rules, regulations and policies. The employee must be committed to promoting academic and athletic achievement in a way that is fully aligned with the mission of Maine Maritime Academy Athletics and the NCAA Division III philosophy. When this individual is not coaching, this employee is expected to devote their full time and attention to the Advancement Office.

DEVELOPMENT ASSOCIATE DUTIES

- Design the goals, objectives, and strategies for the School's' annual fund campaign - both restricted and unrestricted funds,
- Support annual fund volunteers and committee structures through accurate and timely reporting, benchmarking, and coaching,
- Oversee research and documentation with respect to leadership giving prospects and communicate this information in a timely manner and effective format,
- In partnership with College Relations, develop a theme, content, and messaging for print and electronic media,
- Develop and maintain ongoing measurement and progress reports; refine and reinforce strategies in a timely, proactive manner,
- Prepare and manage Annual Giving goals and budget,
- Function as active, collaborative, and contributing member of the school's creative and donor centric advancement team,
- Expand the school's donor base and giving from foundations, corporations, and other supporters; identify promising grant/funding opportunities and oversee application process,
- Working collaboratively with the Advancement Office, increase giving from Alumni and parents, working with the Parent's Committee, develop a solicitation plan for current and past parents,
- Manage reunion giving program for five classes,

- Attend a variety of school events, both during the school day and after hours in order to become knowledgeable about school programs, culture, and constituencies,
- Perform other responsibilities as identified by the Vice President for Institutional Advancement.

COACHING DUTIES

- Serve as the Head Coach (or football coordinator level position) of a varsity program responsible for teaching and training student athletes
- Conduct high-quality teaching in a humane learning environment
- Organize and direct all aspects of a successful and competitive NCAA Division III Program
- Monitor and promote the academic and personal growth of student-athletes
- Ensure safety of all team members and coaches is the top priority at all times
- Develop and manage program's budget
- Operate program in a manner consistent with NCAA and NAC/NEWMAC bylaws
- Develop and maintain alumni support for the program
- Supervise assistant coaches / interns
- Recruit and retain roster of student-athletes

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Ability to embrace the school's mission;
- High professional and ethical standards for handling highly confidential materials;
- Strong interpersonal skills (oral and written communications, presentation skills, personal demeanor, judgment, and diplomacy);
- Ability to inspire and motivate;
- Strong analytical and time management skills;
- The ability to establish strong and effective personal and professional relationships;
- The position requires strong planning and organizational skills, attention to detail, and ability to effectively manage multiple projects;
- The successful candidate will demonstrate flexibility and initiative, and the ability to work independently as well as part of a team.

REQUIREMENTS

- Bachelor's degree from four year college or university,
- Three to five years of experience in alumni relations, annual giving, or comparable relationship management experience
- Playing or coaching experience at the college, university or professional level preferred.
- Valid driver license.
- A proven record of integrity, high principles and demonstrated skill in developing and motivating student athletes academically and athletically.
- Knowledge of NCAA and NAC/NEWMAC bylaws

- Proven willingness and ability to work collegially and within a team,
- Proven ability to work effectively with a diverse population and to display a genuine interest in the community of the school,
- Exceptional planning, organizational, and ability to manage competing tasks.
- Outstanding writing and communication skills,
- Solid working knowledge of MS Office or comparable software suites (word processing, presentation, and spreadsheets) and of Raiser's Edge or comparable fundraising software,
- Outstanding work ethic, as well as a high level of demonstrated initiative, self-direction, and self-confidence.
- CPR, First Aid (including AED)

SPECIAL REQUIREMENTS

- Drug-Free Workplace
- Criminal Background check required
- Tobacco-Free workplace

PHYSICAL/ENVIRONMENTAL FACTORS

- Contacts include Alumni, Parents, Students and various external and internal constituencies;
- This job requires the capacity to travel, work irregular schedule, evenings and several weekends as necessary;
- Frequent use of keyboard and computer screen;
- Occasionally lift and move up to 30 pounds.
- Exposure to the elements walking across campus or coordinating outdoor activities

Maine Maritime Academy Position Factor Evaluation

Job Title: Development Associate - Coach Job Code: _____
 Wage Grade: 20* Total Points: 474

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	5	180
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	4	40
3	Responsibility for Cost Control	4	32
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	2	16
	III. Sensitive Information and Records	5	40
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	7	56

Date of last reclassification 02/2017

*This position is combination of an hourly wage grade 17 and a salaried 20. It is the decision of MMA due to the duties associated with the 20, to give this position the benefit of the "20."