

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Director of Corporate Relations
University Advancement
Regular Full-Time Position
Position Number 318000**

General Description

The Director of Corporate Relations reports to the Executive Director for University Advancement.

Primary Duties and Responsibilities

- Maintain corporate relations with present University corporate partners and generate new corporate partners for the University, expanding outside of Montgomery County.
- Plan and implement Athletic fundraising and generate a donor prospect list.
- Responsible for securing sponsorships for the Governor's Sports Network.
- Responsible for all Governor's Club fundraising activities.
- Identify, cultivate and solicit donors for all University fundraising activities and events, with emphasis on athletics.
- Assist in all special University fundraising events.
- Develop, coordinate and assist volunteers for all fundraising activities of the University.
- Participate as a team member in developing a cultivation plan for all University donors.
- Participate as a team member with hosting all special University events.
- Participate as a team member in naming opportunities.
- Work closely with Executive Director in planning strategy and policy development for a major capital campaign.
- Work closely with all support clubs of the University and their activities.
- Maintain frequent dialogue with donors.
- Assist the President in hosting guests of the University.
- Assist with alumni and athletic activities as requested.
- Attend University events as deemed important for cultivation.
- Recruit, train and manage volunteers to support giving and support groups.
- Direct the Annual Governor's Club Fishing Tournament.
- Attend Athletic Director's staff meetings and keep Athletics and Advancement advised concerning all activities going in both offices.
- Participate in campus, community and civic functions as appropriate.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to plan and implement effective programs that sustain existing private gifts and generate new gifts.
- Ability to market and promote the University within the community.
- Ability to stay abreast on all matters and activities of the University.
- Ability to work closely in a very supportive way with all fundraising and University departments.
- Willingness to work nights and weekends as necessary, including attendance at a variety of events.
- Ability to prepare accurate records and reports.
- Ability to function as a team player in the overall fundraising activities of the University.
- Ability to efficiently operate a personal computer and associated software.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.

Essential Functions continued

- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to attend all home football and basketball games.
- Ability to attend away games as needed.
- Ability to work effectively with a wide range of stakeholders.
- Ability to develop a strong relationship with the business community.

Required Minimum Qualifications

- Bachelor's degree.
- Strong public speaking, written communication and public relations skills.
- Three to five years professional fundraising experience or high volume sales.
- A background and financial check will be required for the successful applicant.

Additional Preferred Qualifications

- Knowledge of Austin Peay State University and its athletic program.

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