

Position Title: NCAA Division II Ethnic Minorities and Women's Internship Grant: Athletics Strategic Projects Intern

Department: Athletics

Location: Roberts Wesleyan University, Rochester, NY

Salary: 8 months, paid internship, \$30,000.00 plus a \$5,000.00 institutional allowance

Job Summary:

The Athletics Strategic Projects Intern will play a critical role in coordinating and supporting the planning, execution, and management of strategic projects aimed at enhancing the athletics program while simultaneously serving as a liaison to Advancement, and working on Athletic Fundraising events.

The ideal candidate will be passionate about sports, highly organized, and capable of collaborating effectively across multiple departments to ensure alignment and success in athletics and fundraising goals.

Key Responsibilities:

- **Strategic Project Support:** Assist in the planning, execution, and management of projects aimed at enhancing the athletics program. This includes supporting new initiatives, meeting project milestones, and coordinating with various stakeholders. **(15%)**
- **Supporting Executive Athletic Director with Donor Communication:** Assist the Executive Athletic Director by ensuring timely communications and supporting the Department of Athletics Strategy Map. **(10%)**
- **Data Collection and Analysis:** Support data collection and analysis efforts specifically related to athletics, including the golf tournament, athletics-related crowdfunding, Roberts Day of Giving, and other fundraising activities directly led by the athletics department. Prepare reports and presentations based on this data to track progress. **(15%)**
- **Event Planning and Execution:** Assist in organizing and supporting events that engage donors and stakeholders, including athletics competitions, fundraising events like the golf tournament, and Roberts Day of Giving **(10%)**
- **Communications and Reporting:** Support athletics branding, marketing and promotional strategy and continue to support the "Front Porch Branding" to highlight athletics programs and initiatives. Assist in preparing reports and presentations for internal teams, donors, and stakeholders. **(15%)**

- **Collaboration with Leadership:** Work closely with the athletic director and key campus partners to ensure strategies are aligned with athletic and institutional goals and that initiatives are well-coordinated across the institution. **(10%)**
- **Support Fundraising Campaigns:** Assist in the development and execution of fundraising strategies, particularly related to athletics-led campaigns such as the golf tournament, crowdfunding efforts, and Roberts Day of Giving. Help integrate these campaigns with broader donor engagement strategies to drive successful results. **(20%)**
- **Other Duties:** Perform additional duties as assigned by the Athletic Director. **(5%)**

Institution Overview:

Roberts Wesleyan University is a private Christian institution committed to academic excellence and holistic personal development. As a proud member of the NCAA Division II and the East Coast Conference, Roberts Wesleyan's athletics program, known as the Redhawks, competes with distinction, emphasizing both athletic achievement and student-athlete development in all aspects of life.

Qualifications:

- **Education:** Bachelor's degree in Sports Management, Business Administration, Marketing, or a related field.
- **Experience:** Previous experience in athletics, sports development, or strategic project management is preferred.
- **Skills:**
 - Strong interpersonal, organizational & communication skills.
 - Ability to manage multiple projects simultaneously and meet deadlines.
 - Proficiency in Google and Microsoft Office Suite (Excel, Word, PowerPoint).
 - Ability to build and maintain positive relationships with internal and external stakeholders.
 - Passion for athletics, sports development, and supporting philanthropic efforts.

Professional Development Opportunities:

This position offers a dynamic opportunity to contribute to both the growth of the athletics program and the development of philanthropic initiatives at Roberts Wesleyan University. There will be opportunities for the candidate to participate in additional professional growth opportunities through continuing education and a supportive work environment.

Application Process:

To apply, please submit your resume and cover letter to recruiting@roberts.edu. For inquiries, contact us at 585-594-6260.

Contact Information:

Office of Human Resources
Roberts Wesleyan University
2301 Westside Drive

Rochester, NY 14624-1997
Fax: 585-594-6976