

# **Timothy Allen Duncan**

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## **SUMMARY OF QUALIFICATIONS**

- Professional Administrator and Executive with varied and progressive experience within Intercollegiate Athletics at the Division I and Division II levels, serving as a Director of Athletics at two different institutions since 2011.
- Previous experience includes 11 years of working for or directly with Fortune 500 companies.
- Areas of experience include University Relations, Department Leadership, Student-Athlete Enhancement, Strategic Planning, Athletics Development, Budget Design and Management, Alumni Relations, Athletic Program Administration and External Relations.
- Former Basketball Student-Athlete at Memphis State University (now University of Memphis); 4-year letter winner.

## **EDUCATION**

### **Grambling State University, Grambling, LA**

- Master of Science, Sports Administration (1997).

### **Memphis State University, Memphis, Tennessee**

- Bachelor of Business Administration, Marketing (1992).

## **PROFESSIONAL EXPERIENCE**

### **Clayton State University Director of Athletics (2014 to present)**

#### **Athletic Program Administration**

- Member of the Peach Belt Conference; 150 Student-Athletes in 12 Athletic Programs; 25 Staff Members; Annual Budget of \$2.4 Million.
- Has hired four (4) Head Coaches in three years, their results have been:
  - Hired in 2016 - Women's Soccer qualified for the 2016 Peach Belt Conference Tournament.
  - Hired in 2015 - Men's Basketball won the 2017 Peach Belt Conference West Division Title (first since 2001-2002).
  - Hired in 2014 - Women's Basketball has qualified for the 2016 and 2017 NCAA Division II Women's Basketball Championships.
  - Hired in 2014 - Men's Golf Student-Athlete qualified for the 2016 NCAA Men's Golf Championship.
- Has also hired a Sports Information Director, Head Athletic Trainer and Athletics Business Manager.

## **University Relations**

- Reports directly to the University President and is a member of President's Extended Cabinet.
- Maintains an array of relationships with President and University Leadership, College Deans, University Advancement, Faculty Athletics Representative, and Alumni Association.
- Appointed by University President to chair the Minors on Campus Committee, which developed policies and procedures governing the University's actions in regards to minors.
- Successfully presented to the Student Fee Advisory Board Committee and received a 12-1-1 vote to increase athletics fee.

## **Academic Leadership**

- Created the Athletics Academic Committee which includes representatives from University Advising, the Center for Academic Success and the Faculty Athletic Representative.
- Implemented first Student-Athlete recognition events for students with 3.0 grade point averages (GPAs).
- Set the school record with 75 students earning 3.0 GPAs or higher and 14 students with perfect 4.0 GPAs.

## **Athletics Development/Revenue Generation**

- Oversight and primary Athletics Development Officer.
- Developed Laker Sports Marketing, the Department's corporate sponsorship program.
- Secured the largest gift in the history of the Athletics Department (\$60,000).
- Increased all streams of revenue by 35% in first two years with improvements in the following:
  - Ticket sales by 47%;
  - Fundraising cash 52%;
  - Number of donors 42%.

## **Compliance**

- Oversight for the development of Student-Athlete Handbook.
- Oversight for the development of a monthly compliance newsletter.
- Responsible for the successful 2017 Compliance Blueprint Audit with zero findings.

## **Facilities and Event Management**

- Oversight for the Athletics Center redevelopment plan.
- Created a more aggressive rental facility program which aided in the 35% increase in revenue.
- Solicited gift and help plan the renovation of the Athletic Training Room.

## **Financial Affairs**

- Oversight and management for all facets of Financial Affairs and Budgeting Process.
- Annually develop 5 Year Business Plan per the University System of Georgia's requirements.
- Reduced expenses by \$320,000 within first two years of arrival.

## **Human Resources**

- Recruit, hire, evaluate and provide oversight for Head Coaches and Athletic Staff.
- Collaborate with Head Coaches and Athletic Staff to create annual goals for their respective departments.
- Facilitate quarterly meetings with Department's Graduate Assistants to discuss career preparation and advancement.

## **Student-Athlete Enhancement**

- Developed and facilitated the Laker Leadership Academy, a retreat for the Team Captains from each sport.
- Developed the Laker Speaker Series to provide key insights to students from area experts (Mental Health, Nutrition, Dating/Sexual Violence Awareness, Executive Image, etc.).
- Increased Make-a-Wish donation by over 250% year-to-year.

## **Paine College – Augusta, GA Director of Athletics, (2011-2014)**

Effectively managed a department of 250 student-athletes in 11 athletic programs with 25 staff members and an annual budget of \$3.5 million. Reported directly to the President, was a member of President's Administrative Council and provided semi-annual presentations to the Board of Trustees.

- Increased the number of students who attained 3.0 GPAs by 27%.
- Developed the Lion Corporate Partner Program to secure corporate sponsorships.
- Secured first Athletics Endowed Scholarship.
- Secured \$75,000 gift-in-kind donation for the Lucy C. Laney/Silas X. Floyd Wellness Center.
- Resurrected Intercollegiate Football after a 52 year hiatus.
- Secured \$20,000 major gift in support of the football locker room.
- Led the men's program to a third place finish in the 2012 Commissioner's Cup, the highest finish since 2004.
- Men's Golf won the 2012 and 2013 SIAC Golf Classic Championship; Head Coach was named SIAC Coach of the Year.
- Oversaw the completion of the NCAA Institutional Self-Study Guide.
- Negotiated and secured College's first Licensing Agreement.
- Implemented Online Tickets Sales Agreement, which led to highest ticket sales in athletics history.
- Brought athletics concessions in-house securing 85% more revenue for Paine College.
- Developed the Athletics Budget and kept revenues above expenses for three consecutive years (2011-2014).
- Successfully increased student athletic fees (\$500 per student) to provide a revenue stream to create football.

## **University of North Carolina Wilmington – Wilmington, NC Associate Athletics Director, (2011 to 2011)**

Managed relationships of 50-100 prospective major gift donors and was responsible for donor identification, cultivation, solicitation and stewardship of individuals with the capability to make gifts of \$25,000 and above. Worked very closely with University Advancement and provided prospect strategy counsel to the Director of Athletics, the University Chancellor and Vice-Chancellor of Advancement.

- Re-secured a \$500,000 gift and secured a \$50,000 gift within the first month in new responsibility.
- Cultivated and solicited a \$250,000 gift for improvements to Trask Coliseum.
- Developed and implemented the Champions Fund, a discretionary fund for the Director of Athletics to utilize for unbudgeted items.

**University of North Carolina Wilmington – Wilmington, NC Associate Athletics Director, Development/Executive Director, Seahawk Club (2009 to 2011)**

Managed the Student Aid Association (Seahawk Club), the non-profit foundation for the Department of Athletics. Oversaw External Operations and managed seven (7) people in the following business units: Development, Marketing, Corporate Sales and Service, Tickets, and the Seahawk Shop (athletics retail store).

- Raised over \$1 million annually in 2009 and 2010.
- Served on Athletic Director’s Senior Athletics Management Team.
- Increased unrestricted giving by 20% (FY 2009-FY 2010).
- Increased percentage of unrestricted donors by 15%.
- Oversaw the development of Dancing with the Wilmington Stars, the largest event fundraiser in athletics history (\$111,000).

**University of Memphis, Memphis, TN Executive Director M Club (2007-2009)**

Responsibilities included Strategic Planning, Budget Planning and Management, Program Development and Assessment, Marketing Research and Public Relations for Athletic Alumni with over 2,500 former letter winners.

- Successfully identified, cultivated and solicited the largest single gift by a former Student-Athlete in the history of the University of Memphis - \$1,000,000 naming rights deal for the Anfernee “Penny” Hardaway Athletics Hall of Fame.
- Managed a portfolio of 50-75 former student-athletes and donors.
- Planned and executed several yearly high-profile events including M Club Hall of Fame Weekend and M Club All-Sports Reunion.
- Planned and executed pre-game hospitality for all home football games.
- Increased M Club revenue by 35% in first year.
- Increased membership by 40% in first year.
- Created a recurring revenue stream for the M Club to alleviate departmental budget constraints.

Other Departmental Responsibilities

- Assisted in developing and executing fundraising initiatives for the Tiger Scholarship Fund.
- Served as the point person for the planning of the Anfernee “Penny” Hardaway Athletics Hall of Fame including:
  - Created and managed the request for proposal (RFP) process.
  - Selected the internal team to review and interview design companies.
  - Selected the internal team to work as primary decision-makers for Hall of Fame design.

**PRStore, Memphis, TN (2006-2007) Franchisee/Managing Partner**

- Served as primary new business development officer.

- Devised Marketing Strategies for small business owners to reach their target.

### **InfraRed Marketing, LLC Winston-Salem, NC (2003-2008) Founder/Managing Partner**

- Served as primary new business development officer.
- Developed strategic event plans for Fortune 500 companies to accomplish their Marketing Objectives.

### **Winston-Salem State University, Winston-Salem, NC (2000-2004) Lecturer**

- Served as instructor and lecturer for sports management classes.
- Researched, prepared, and administered course objectives to over 100 sport management majors.

### **RJ Reynolds Tobacco Company, Winston-Salem, NC (1998-2003) Manager (2003)**

- Managed start-up \$13 million Event Marketing program, including, 2 creative agencies, 2 event agencies and successfully managed production of 51 high profile tour events.
- Acquired 1 Million adult consumer names for the Salem Brand database.

### **Assistant Manager (2001-2002)**

- Assisted in managing the execution of a \$70 million event marketing program, including direct management of 1 event agency and indirect oversight of 2 event agencies.
- Achieved operational goals of 1.48 and 3 million adult intercepts in 2001 and 2002.

### **Sports Marketing Assistant (1998-2000)**

- Activated sponsorships at NASCAR Winston Cup and NHRA Winston Drag Racing events by managing two event agencies with over 100 contract employees per week.
- Acquired over 2 million adult consumers in 1999 and 2000.

### **Russell Corporation, Columbus, GA (1996-1998) Advertising/Promotions and Public Relations Coordinator**

- Assisted in managing the activation of NFL, MLB, and NCAA sponsorships.
- Reviewed and evaluated sponsorship proposals from various organizations and teams.

## **PERSONAL INFORMATION**

- 46 Years of Age; Excellent Health.
- Born and raised in Memphis, Tennessee.
- Married to Lisa (Farris); B.S. in Accounting from Christian Brothers University and M.B.A. from Winston-Salem State University.
- Children: Lisa (26), Torin (25), Tyson (15), Turner (11), Tatum (9)
- Personal interests include time with Family, Personal and Professional Development, Reading, Travel and CrossFit.

## **COMMUNITY INVOLVEMENT**

- Leadership Clayton (2016).
- Clayton County Chamber of Commerce.

## **COMMITTEE EXPERIENCE**

- Clayton State University Minors on Campus Committee Chair (2016).
- NCAA, Men's Soccer Regional Advisory Committee (2015-Present).
- NCAA Division II Athletic Directors Association Mentor (2015).
- Peach Belt Conference
  - Tennis, Sport Oversight (2014-Present).
- Southern Intercollegiate Athletic Conference (SIAC).
  - Golf Committee, Chair (2011-2014).
- Paine College
  - Implementation Committee (2014).
  - Commencement Committee (2013).
  - Strategic Plan Committee (2013).
    - Mission Statement Sub-committee.
  - HEAL Complex Dedication Committee, Co-chair (2012-2013).
  - Search Committee for VP for Administrative and Financial Affairs (2012 & 2013)
  - Search Committee for Director of Admissions (2012).
  - Institutional Scholarship Committee (2011-Present).
  - Strategic Planning and Evaluation (2011-Present).
- University of North Carolina Wilmington
  - Chancellor's Development Cabinet (2009-2011).
  - Endowment Committee (2009-2011).
  - Development Directors (2009-2011).
  - Search Committee for Head Coach, Men's Basketball Coach (2010).
  - Search Committee for Head Coach, Women's Basketball (2010).
- University of Memphis
  - Larry O. Finch Scholarship Committee, Chair (2008-2009).
  - Search Committee for Head Coach, Women's Basketball (2008).

## **CIVIC/PROFESSIONAL AFFILIATIONS**

- Minority Opportunities Athletic Association (2016-Present).
- Leadership Clayton (2016).
- Augusta Kiwanis Club (2012-2014).
- Division II Athletic Directors Association Member (2011-Present).
- National Association of Collegiate Directors of Athletics (2008-Present).
- National Association of Athletic Development Directors (2008-Present).
- M Club (Athletic Alumni of the University of Memphis) (Lifetime).
- Kappa Alpha Psi Fraternity, Inc. (1989-Present).

## **AWARDS/CONTINUING EDUCATION**

- Emerging Administrators Academy, Founder (2012-Present).
- Collegiate Athletics Leadership Symposium (CALs) Attendee (2012-2016).
- NCAA Career in Sports Forum Facilitator (2014).
- SIAC NACDA Grant Recipient (2012).
- Completed UNCW Leadership Enhancement Administrative Development Course (2010).
- Division I Athletic Director's Institute Attendee (2008).
- NAADD Diversity Initiative Program Stipend Recipient (2008).