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## Auburn University Job Description

Job Title:	<b>Asst AD, Development</b>	Level I	Grade 36 \$58,500 - \$97,600
Job Code:	<b>BA25</b>	Level II	Grade 37 \$67,300 - \$112,100
FLSA status:	Exempt		

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### Job Summary

Directs the Office of Development for Tigers Unlimited-the fund raising arm of the Auburn Athletics Department.

### Essential Functions

1. Directs operations for all development fundraising activities for Tigers Unlimited in support of Auburn Athletics Department.
2. Develops budget for fundraising operations.
3. Identifies, cultivates, and solicits donors for major gifts for Tigers Unlimited.
4. Develops stewardship recognitions program for Athletic donors.
5. Develops strategic plan for development officers by establishing monthly goals for donor visits, solicitations, and proposals.
6. Develops, manages, and assigns prospect lists to development officers for Legends Capital campaign solicitations
7. Oversees the Athletic Advisory Council and campaign committees.
8. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization.	Bachelors degree in discipline appropriate to position plus 5 years of experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to staff and coaches.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields	Bachelors degree in discipline appropriate to position plus 7 years of experience. Experience must include 2 years of experience at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

- Level I**      Bachelors degree in discipline appropriate to position plus 5 years of experience.
- Level II**      Bachelors degree in discipline appropriate to position plus 7 years of experience.  
Experience must include 2 years of experience at the preceding level or equivalent.

#### **Focus of Education**

Degree in Business, Marketing, or related field

#### **Focus of Experience**

Experience in fundraising and public relations, preferably within an institute of higher education

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Certification or Licensure Requirements:**

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; travel or irregular hours often anticipated; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, talking, hearing,

Job occasionally requires sitting, reaching, handling objects with hands,

Vision requirements: Ability to see information in print and/or electronically.

Date:      2/26/2009

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