
Auburn University Job Description

Job Title:	Assoc AD, Development	Job Family:	No Family
Job Code:	BA39	Grade 38:	\$77,300 - \$129,000
FLSA status:	Exempt		

Job Summary

Directs and has primary responsibility for 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, monitors, and oversees the budget for fundraising operations.
3. Identifies, cultivates, and solicits donors for major gifts for Tigers Unlimited.
4. Develops and oversees 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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business, Marketing, or related field
Experience (yrs.)	8	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.

Minimum Required Knowledge

Knowledge of National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) rules and regulations related to fund raising. Knowledge of marketing and promotional practices and budget planning.

Certification or Licensure Requirements

None Required.

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; 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
