Auburn University Job Description

Job Title: Dir, Annual Giving (Ath)  
Job Code: BA55  
FLSA status: Exempt

Job Summary
Directs and oversees the daily operations of all assigned priority giving programs.

Essential Functions

1. Oversees the daily operations of the ticket priority program for all assigned sports to include sales, renewals, stewardship and allocation of seating.
2. Responsible for the daily operations of the annual fund (Champions Fund) which includes solicitations, stewardship and renewal.
3. Oversees the allocation and issuance of parking passes for all assigned sporting events for Tigers Unlimited members.
4. Coordinates with others in regards to the common database system used in determining customer eligibility, recording and distributing order information, and managing sales information.
5. Provides communication and customer service to all donors in order to answer questions or resolve problems in relation to priority tickets, seating assignments, and other related issues.
6. Develops and implements donor loyalty programs for the annual fund as well as the ticket priority program.
7. Directs and oversees other Tigers Unlimited revenue initiatives such as Tigers Unlimited U and Young Alumni programs.
8. Serves as the Tigers Unlimited liaison with the Auburn Athletics Ticket Office.
9. 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

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<th>Education</th>
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<th>Focus of Education/Experience</th>
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<tr>
<td>Degree in Public Relations, Business Administration, Marketing, Communications, Management, Sports Administration, or related field</td>
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| Experience (yrs.) | 4                                          | Experience in fundraising, marketing, sales, and/or public relations |

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of marketing strategies, fundraising programs, data gathering, and management techniques.

Certification or Licensure Requirements
None Required.

Physical Requirements/ADA
Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 9/2/2015