Auburn University Job Description

Job Title: Dir, Stewardship (Ath)  
Job Code: BA73  
FLSA status: Exempt

Job Summary
Directs the stewardship efforts of Tigers Unlimited and provides high level support to Tigers Unlimited, Tigers Unlimited Foundation Board and the Athletics Department.

Essential Functions

1. Manages and coordinates all acknowledgement efforts from Athletics coaches and administrators to Donors; keeps Donors up-to-date on specific allocation requests for contributions.
2. Develops and coordinates the stewardship activity plan for Tigers Unlimited Staff, Athletic Director and Head Coaches; coordinates Donor events and activities with other departments.
3. Manages communications with the Tigers Unlimited Foundation Board of Directors; serves as a point of contact for the Board, edits meeting minutes and provides financial updates.
4. Coordinates the preparation of the annual G&A budget and has oversight over two additional departmental budgets. Ensures all payments to vendors and employees are made in a timely manner.
5. Supervises the administrative functions of the Tigers Unlimited Office to include supervision of assigned staff and students.
6. Ensures communication lines are maintained within the department and to other areas of the University.
7. Exercises discretion concerning highly sensitive and confidential information, disclosure of which would likely result in major disruption of operations and/or major harm to University reputation and/or relationships with students, employees or external contacts.
8. Complies with all applicable NCAA and SEC regulations in 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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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Four-year college degree</td>
<td>Degree in Business, Communications, Marketing, Management, Sports Administration, or related field.</td>
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<td>Experience (yrs.)</td>
<td>4</td>
<td>Experience in public relations, event planning and/or sports administration.</td>
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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 basic accounting principles, communication principles and event coordination.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching.

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

Date: 2/29/2016