
Auburn University Job Description

Job Title:	Asst AD, Donor Services	Job Family:	No Family
Job Code:	BA73	Grade 36:	\$59,700 - \$99,600
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. Directs and manages the daily operations of Tigers Unlimited premium operations for men's basketball, football and equestrian.
2. Directs and oversees the logistics for all Tigers Unlimited donor stewardship events including dedications, receptions, away game and bowl game events
3. Oversees hiring, training and supervising staff for all premium venues including Executive Suite Ambassadors, Jordan-Hare Stadium Ambassadors and Athletic Director's Club
4. Develops and coordinates the stewardship activity plan for Tigers Unlimited Staff, Athletic Director and Head Coaches, coordinates donor events and activities with other departments
5. Manages and coordinates all acknowledgement efforts from Athletic coaches and administrators to Donors; keeps donors up-to-date on specific allocation requests for contributions.
6. Manages communication with the Tigers Unlimited Foundation Board of Directors; serves as a point of contact for the Board, edits meeting minutes and provides financial updates. Ensures communication lines are maintained within the department and to other areas of the University. Serves as liaison to administration in preparation for all meeting materials utilizing the on-line system for instant review of all scheduled agenda review meetings and Tigers Unlimited Foundation Board meetings and reconvened meetings.
7. Supervises the administrative functions of the Tigers Unlimited Office to include supervision of assigned staff and students. Assist and support the Executive Associate Athletic Director of Tigers Unlimited with daily operations.
8. Coordinates the preparation of the donor services budgets and reviews and approves the financial documents for processing ensuring that all payments to vendors and employees are made in a timely manner.
9. 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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business, Communications, Marketing, Management, Sports Administration, or related field.
Experience (yrs.)	5	Experience in event planning, public relations, coordinating marketing communications programs, development experience and/or sports administration. Experience managing a board of directors or other high level executive support.

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 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: 7/30/2019
