Auburn University Job Description

Job Title: Development Admin Officer
Job Code: OA10*
FLSA status: Exempt
Job Family: No Family
Grade 37: $68,700 - $114,500

Job Summary
Oversees the administrative and human resource functions for the Office of Development including (but not limited to) providing oversight for budget preparation and monitoring; directing functions such as gift agreements and use of facilities for Development purposes; coordinating activities and communications between divisions within and outside of Development; and reviewing contracts and agreements.

Essential Functions

1. Performs various administrative duties for development programs such as supervising day-to-day operations (e.g., human resources, donor gift agreements, reviewing various documents, etc.) and making recommendations for approval of forms and documents from Vice President for Development.
2. Supervises and coordinates with Development Officers and staff to ensure proper processes and procedures are followed in preparation of agreements from donors, proper distribution of assignments, and adequate space/facilities for performance of development functions.
3. Coordinates the preparation and approval of Central Development budgets and assists in development and monitoring of AU Foundation budget.
4. Monitors athletic season ticket purchases and distributions in addition to coordinating and making recommendations for use of the various suites and facilities for development purposes.
5. Directs various personnel functions such as hiring, performance appraisals, promotions, transfers, and similar HR related tasks for Development Officers and staff.
6. Collects assessment data, produces reports, and presents findings as necessary for various departments and individuals related to the progress of the Development/Fundraising activities.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tr>
<td>Four-year college degree</td>
<td>Degree in Business Administration, Marketing, Communications, Public Relations, or related field</td>
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| Experience (yrs.) | 6 | Experience in fundraising, marketing, public relations, and/or human resources management |

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 human resources policies, practices, precedents, and laws related to performance review and employee development. Knowledge of staff development techniques and strategies.

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, handling objects with hands, and lifting up to 10 pounds.

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

Date: 1/5/2012