
Auburn University Job Description

Job Title:	Sr Dir, Gift Planning	Job Family:	No Family
Job Code:	OA11	Grade 39:	\$90,800 - \$151,300
FLSA status:	Exempt		

Job Summary

Directs the daily functions and ongoing expansion of Auburn University's comprehensive gift planning program.

Essential Functions

1. Directs and manages the operations of the planned giving functions of the university.
2. Oversees the research, identification, and engagement of planned giving prospects through building and maintaining relationships with current and prospective donors.
3. Oversees the registration and compliance with state laws for Auburn University, Auburn University Foundation, and Tigers Unlimited Foundation.
4. Generates new leads through research, peer reviews, marketing efforts, newsletters, educational materials, seminars, and direct phone calls.
5. Serves as a resource and authority on current tax law, IRS rules and regulations which affect the taxation, creation, and administration of planned gifts, including estate, financial, and business planning.
6. Establishes benchmarks for evaluating the effectiveness and success of the planning giving program; researches, recommends, and implements improvements as appropriate.
7. Creates and promotes internal training and education on the principles of planned giving.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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 Administration, Marketing, Communications, Public Relations, or related field
Experience (yrs.)	8	Experience in fundraising, marketing, 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 Internal Revenue Service (IRS) gift regulations, fundraising techniques and strategies, and accounting and budgeting principles and practices. Ability to plan and implement fundraising programs and marketing 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.

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, handling objects with hands, and lifting up to 50 pounds.

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

Date: 8/6/2014
