Auburn University Job Description

Job Title: Mgr, Special Gifts
Job Code: OA15*
FLSA status: Exempt

Job Family: No Family
Grade 39: $90,800 - $151,300

Job Summary
Manages, plans, organizes, and implements special gifts fundraising activities for Auburn University.

Essential Functions

1. Manages and coordinates the functions of special gifts fundraising activities to include budget and work plans.
2. Assures good stewardship for all constituency gifts on behalf of the University and its Foundations and balances donor interests with University programs and Auburn's constituencies.
3. Identifies potential prospects for cultivations through research, initial contact ratings, peer reviews, development officers, and other relevant resources and conducts follow-up actions to include initial contacts.
4. Interfaces with Deans, independent Center Directors, the Alumni Board and other senior representatives of Auburn University.
5. Ensures gifts are accepted and received through proper administrative and organizational processes.

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>
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<th>Focus of Education/Experience</th>
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<tr>
<td>Degree in Business Administration, Marketing, Communications, Public Relations, or related field</td>
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<tr>
<th>Experience (yrs.)</th>
<th>Focus of Education/Experience</th>
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<tr>
<td>7</td>
<td>Experience in fundraising, marketing, and/or public relations</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 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: 2/23/2011