Auburn University Job Description

Job Title: Mgr, Donor Relations
Job Code: OA16
FLSA status: Exempt

Job Summary
Plans, implements, and manages programs and processes aimed at raising awareness and advancement of Development initiatives, as well as facilitates relationships with and recognition of donors.

Essential Functions

1. Manages and coordinates the functions and operations of an organizational unit within Development, including full budget responsibility.
2. Updates and informs Development administration and staff on plans, project proposals, and goal status, as well as ensures cooperative efforts are made to meet goals and objectives.
3. Directs and manages the development of creative communications that expand stewardship efforts, promote key development initiatives and advance development efforts.
4. Oversees and evaluates all Office of Development donor relation and stewardship activities.
5. Ensures development goals and objectives are met by developing new stewardship initiatives to keep top donor prospects informed, interested, and engaged.
6. Provides leadership and oversight to event staff in the development and coordination of events designed to foster interaction among development administrators, foundation board members, key volunteers, donors, prospective donors, and others.
7. Oversees the development and management of a donor-centric communications, marketing, and media relations plan.

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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<tr>
<td>Degree in Business Administration, Marketing, Communications, Public Relations, or related field</td>
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| Experience (yrs.) | 5                          | Experience in fundraising, sales, and/or marketing                |

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 fundraising programs, marketing strategies, data gathering, and management techniques.

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, handling objects with hands.

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

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

Date: 3/22/2011