Auburn University Job Description

Job Title: Assoc, Development

Job Code: OA17

FLSA status: Exempt

Job Summary
Assists in the planning, organizing, and implementation of fundraising activities.

Essential Functions

1. Working under the guidance of a Development Officer, travels extensively visiting donors.
2. Assists in the identification, cultivation, and solicitation of gifts.
3. Assists constituency Development Officers in fundraising activities.
4. Makes cold calls to alumni and friends of Auburn University to build and cultivate relationships and solicit gifts.
5. Organizes information and prepares reports designed to identify fundraising opportunities and that supports planning and decision making regarding prospective donors.
6. Assists in the identification and enhancement of fundraising techniques designed to build and cultivate relationships among individuals, corporations, and foundations.
7. Participates in special projects and other duties as assigned.

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.
## Auburn University Job Description

**Job Family Levels**

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.</td>
<td>Knows fundamental concepts, practices and procedures of particular field of specialization.</td>
<td>Bachelors degree in discipline appropriate to position with no experience.</td>
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<tr>
<td>II</td>
<td>Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.</td>
<td>Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.</td>
<td>Bachelors degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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</table>

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
Auburn University Job Description

Minimum Required Education and Experience

Level I  Bachelors degree in discipline appropriate to position with no experience.

Level II  Bachelors degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education  
Degree in Business, Marketing, Communications, Public Relations, or related field

Focus of Experience  
Experience in fundraising, marketing, sales, 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
Must have strong interpersonal communications and presentation skills. Must have the ability to interact with diplomacy and tact amid influential prospects, donors, and diverse groups. Must have the ability to adapt and respond appropriately to situations involving concurrent tasks. Must have knowledge of business acumen and office procedures.

Certification or Licensure Requirements:
Valid Driver's License

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 10 pounds.

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

Date: 7/6/2012