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## Auburn University Job Description

Job Title: **Asst Mgr, Donor Relations**

Job Family: No Family

Job Code: **OA20**

Grade 33: \$39,300 - \$65,500

FLSA status: Exempt

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### Job Summary

Assists in managing the administration of agreements, by which private donors establish endowed and annual funds to the university, in order to facilitate the process and meet fundraising priorities while ensuring internal compliance measures are met.

### Essential Functions

1. Assists in the management and direction of the daily operation of the donor relations area of Development.
2. Assists in directing the university-wide process to establish endowment and annual giving agreements by coordinating the submission, revision, and approval process to appropriate channels.
3. Advises others on processes, procedures and services on endowment and annual giving agreements while resolving policy related or procedural problems.
4. Serves as the liaison to departments that are involved with endowment and annual agreements.
5. Produces the annual endowment/gift impact reports to endowment donors.
6. Oversees the training of new development employees and others that are involved in the agreement writing and the agreement routing process.

### 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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Management, Business or related
<b>Experience (yrs.)</b>	4	Experience in contract management and customer service.

#### 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, concepts, practices, and procedures of marketing and public relations.

#### Certification or Licensure Requirements

None Required.

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### 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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

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: 1/18/2012

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