
Auburn University Job Description

Job Title: **Asst Mgr, Campaign**

Job Family: No Family

Job Code: **OA23**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Assists in the overall operational and administrative management of the Auburn University Office of Development campaign.

Essential Functions

1. Provides operational and administrative management of the planning and execution of daily activities of the campaign office.
2. Directs and manages the planning of campaign-related events in coordination with other entities including, but not limited to, Development staff, volunteers, (prospective) donors, campaign counsel, etc.
3. Manages campaign reporting function through assisting with compiling information related to goals, progress, standards, and other financial benchmarks.
4. Provides oversight and reporting of budget expenditures.
5. Maintains the master calendar/timeline of the campaign.

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>
Education	Four-year college degree	Degree in Business Administration, Marketing, Communications, Public Relations, or related field
Experience (yrs.)	4	Experience in fundraising, sales, public relations, or marketing

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of fundraising programs, data management, and reporting 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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 8/21/2012
