
Auburn University Job Description

Job Title:	Development Support Specialist	Job Family:	No Family
Job Code:	OA25	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Coordinates and oversees Development-related programs, services, fundraisers, as well as financial and other support functions in a lead administrative role in large-scale Development units.

Essential Functions

1. Develops, manages, and monitors complex budgets in units with large Development operations (i.e., staff, prospect and alumni base, fundraising goals) for assigned areas/programs; responsible for transaction reconciliation, reimbursement accuracy, budget status reporting, and in-house budget training.
2. Acts as liaison to the Central Development Accounting office, Information Management Services (IMS), Research, campaign consultants, and other departments/individuals as necessary.
3. Coordinates all travel arrangements and related reimbursement/administrative processes in support of a variety of individuals involved in Development activities.
4. Analyzes data to support development strategies; organizes and manages data to facilitate decision-making and prospect strategies. Attends Auburn University athletic events and other activities in support of engagement, cultivation, and stewardship of alumni, prospects, and donors to expand the base of philanthropic support for the assigned unit.
5. Collaborates with appropriate university departments, including, but not limited to, IMS to create and maintain systems used in campaign tracking; responsible for timely and accurate report production and data updates.
6. Coordinates and manages office projects and procedures to include, but not limited to, policy execution, office supply procurement, and equipment repair.
7. Works closely with Development management personnel to create and monitor efficiencies and maximize effective utilization of resources.

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

	<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 budget services, fundraising, sales, 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 and strategies, fiscal management and budget planning, and office operations management

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 10 pounds.

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

Date: 8/15/2013
