
Auburn University Job Description

Job Title: **Campaign Specialist**

Job Family: No Family

Job Code: **OA32**

Grade UA07 \$51,900 - \$88,200

FLSA status: Exempt

Job Summary

The Campaign Specialist is responsible for executing the day-to-day operational and administrative activities of the campaign.

Essential Functions

1. Provides operational and administrative management of the planning and execution of the day-to-day activities of the campaign office.
2. Manages process to obtain and generate campaign reports. Assists with compiling and reporting campaign information by overseeing preparation of reports including but not limited to campaign goals, campaign progress, financial reports and charts of standards for all volunteer boards, campaign counsel and university community.
3. Directs and manages planning for campaign-focused events with key volunteers, boards, prospects and donors, as well as development staff, university community and campaign counsel.
4. Coordinates with constituencies to assign major donors and their current profiles to President and Mrs. Gogue for the President's Suite and provides support (travel arrangements for campaign events, detailed itineraries, etc.) for the President.
5. Oversees monthly and annual budget expenditures.
6. The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.
7. Performs other projects as determined by the Associate Vice President.

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	Business Administration, Marketing, Communications, Public Relations or related field.
Experience (yrs.)	5	Experience in campaign and/or fundraising operations.

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 campaign and fundraising strategies and operations.

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, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, 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: 1/13/2020
