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## Auburn University Job Description

Job Title: **Asst Mgr, Office Gifts & Rec**

Job Family: No Family

Job Code: **OA36**

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

FLSA status: Exempt

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### Job Summary

Reporting to the Manager of Gifts and Records, the Assistant Manager will manage and lead a team responsible for the processing and maintenance of gifts, pledges, payments and constituent information within the Office of Development

### Essential Functions

1. Oversees the coding process of gifts, pledge payments, matching gifts, and deferred contributions to Auburn University and Auburn University Foundation.
2. Creates new allocations, ensuring appropriate Banner FOP's are used for maintenance of internal control over use of gifts in accordance to donor restrictions.
3. Examines and ensures department work reflects technical knowledge and compliance with IRS, CASE, Auburn University and Auburn University Foundation guidelines and procedures.
4. Produces composite reports related to gift entries for management review.
5. Serves as contact for donors who have questions or concerns about gifts after processing. Makes adjustments to gift transactions in database that have been determined to be incorrect as initially recorded.
6. Manages workflow for gift processing team to meet demands of fluctuating workloads and urgent requests crucial to timeliness required for gift receipting.
7. Oversees the establishment and maintenance of matching gift accounts on behalf of Auburn University. Supervises the gift processors in confirming gifts of donors for purposes of matching gift requests on behalf of the AVP for Development Operations.

### 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 Business Administration, Marketing, Communications, Public Relations or related field.
<b>Experience (yrs.)</b>	6	Experience in gift accounting and comprehensive database management.

#### Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of data maintenance best practices and procedures; gift accounting principles, knowledge of IRS, CASE procedures and guidelines relative to gifts, pledges, donor advised funds, and basic finance principles.

#### 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.

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 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: 7/11/2016

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