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## Auburn University Job Description

Job Title:	<b>Stewardship Specialist</b>	Job Family:	No Family
Job Code:	<b>OA40</b>	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

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### Job Summary

Creates, implements, and administers a comprehensive, centralized stewardship program designed to ensure that donors are kept up-to-date on the use and impact of their annual and endowed funds, in support of efforts to cultivate long-term loyalty and commitment of donors while ensuring Auburn fulfills its fiduciary and stewardship responsibilities to donors. Ensures stewardship requirements are accurately maintained and performs periodic audit of Development and University units' recordkeeping as it pertains to stewardship.

### Essential Functions

1. Executes creation of comprehensive university-wide stewardship reports for major donors. Produces best-in-class centralized comprehensive impact reports to donors to provide fiduciary and stewardship accountability for all funds.
2. Aggregates complex, sensitive, and confidential data from multiple sources (Financial Aid, University Scholarships, Endowment Management, faculty, staff and students) in order to disseminate the data in a precise and orderly manner.
3. Manages multiple relationships with Office of University Scholarships, Office of Financial Aid, unit coordinators and other departments to secure timely and accurate reporting of funds to donors.
4. Conducts meetings with Development staff and other partners to educate and ensure proper fundraising and spending practices to avoid risk-management issues.
5. Works closely with team leaders to organize and review data to facilitate decision-making in support of engagement and stewardship strategies. Identifies and implements best practices to ensure that reporting is in keeping with national standards and meets donor expectations.
6. Ensures stewardship requirements are accurately recorded in database utilized by the Office of Development and others. Performs periodic audit of Development recordkeeping as it pertains to stewardship. Initiates contact with appropriate units to point out inaccuracies in recordkeeping.

### 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>
<b>Education</b>	Four-year college degree	No specific discipline.
<b>Experience (yrs.)</b>	5	Experience in data maintenance, analysis, and reporting with increasing levels of responsibility. Experience must include the ability to compare various data sets to create accurate and professional reports.

#### 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, concepts, practices, and procedures of marketing and public relations. Desired: Knowledge of fund utilization, FERPA regulations of IRS 526 and 1771. Knowledge of higher education policies and procedures.

#### 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 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, 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: 11/20/2017

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