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## Auburn University Job Description

Job Title:	<b>Spec, Biographical &amp; Gift</b>	Job Family:	No Family
Job Code:	<b>OA41</b>	Grade 32:	\$35,000 - \$58,400
FLSA status:	Exempt		

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### Job Summary

Serves as the Biographical & Gift Specialist for the Office of Development. Researches and analyzes daily receipts of gifts for Auburn University Foundation, Auburn University Real Estate Foundations, Tigers Unlimited Foundation, and Auburn Montgomery. Performs biographical updates and maintains data integrity through use of relational database integrity functions, spreadsheet formulas, and functions to ensure that records are logical and consistent.

### Essential Functions

1. Researches, analyzes, and performs biographical updates and maintains data integrity through the use of relational database integrity functions and spreadsheets to ensure records are logical and consistent. Reviews data function and query results for accuracy and makes appropriate corrections. Performs biographical updates and data cleaning in donor databases.
  2. Researches current addresses, employment, and other biographical information using technological resources including Lexis- Nexis and other online demographic tools and databases. Collaborates with third party vendors to complete data appends. Processes deaths, births, marriages, job changes, adds handling codes, and merges duplicate records. Creates and applies new codes for activities, awards, committees, volunteer activities, and sports.
  3. Collaborates closely with areas on campus and Information Management Systems to retrieve and cleanse data for new graduates of Auburn University and Auburn Montgomery, parent loads, and new employee/retiree files from Human Resources.
  4. Researches and analyzes relevant documentation, and inputs data from the receipt of gifts from donors to Auburn University, Auburn University Foundation, Auburn University Real Estate Foundation, Tigers Unlimited Foundation, and Auburn Montgomery. Accurately determines donor intent and gift purpose in recording gift checks and other giving instruments in donor records systems. Processes gifts and pledges in accordance with Auburn University and CASE policies, and IRS regulations.
  5. Reviews data printouts for accuracy and makes appropriate corrections. Pulls gift transactions data for online giving activities from third party credit card processor website and utilizes spreadsheets to prepare data input and perform reconciliations. Processes gifts, pledges, and deferred gifts in accordance with Auburn University policies and procedures, CASE policy, and IRS regulations.
  6. Runs official donor gift receipts, retrieves, and batches credit card gifts into a report for gift entry, and completes various administrative tasks as needed.
  7. Analyzes and recognizes outstanding pledges; produces formal reminders to donors and reports information given regarding a pledge or gift. Runs check and balance reports on a daily basis, and prepares deposit slips for daily entries.
  8. Identifies, screens, analyzes, and recommends individuals, corporations, and foundations which qualify as prospective major gift donors to Auburn University. Systematically identifies and classifies prospective and current donors and volunteers.
  9. Maintains the organization of the records within the management system including the following: maintenance, storage, retention, retrieval, and destruction of records and documents in
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accordance with Auburn University and Foundation policies. Ensures timely processing of records, researches requests, and retrieves data. Assists in establishing procedures for implementing records management programs, document imaging, and physical record storage.

10. Other duties as assigned.

## **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	Degree in Business, Accounting, Finance, Communications, or relevant field.
<b>Experience (yrs.)</b>	3	Experience in data management, data analysis or financial support services.

#### **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 Auburn University, Auburn University Foundation, and Development policies and procedures. Knowledge of IRS and CASE guidelines. Comprehension of Excel, data systems, accounting and finance.

#### **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, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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: 7/11/2018

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