Auburn University Job Description

Job Title: Mgr, Alumni Programs
Job Code: OB03
FLSA status: Exempt

Job Summary
Plans and implements alumni affairs programs and coordinates alumni events.

Essential Functions
1. Develops, monitors, and evaluates programming for alumni and plans and coordinates reception events and reunions.
2. Creates advertisements, promotions, public relations and media relations the department.
4. Develops assessment plan for alumni programs.
5. Monitors budget for alumni affairs programs and services.
7. Responsible for all donor solicitations to include direct mail out, email, Auburn Magazine, and table/outreach events.
8. Develop and cultivate relationships with corporate partners and sponsors for financial streams and in-kind donations.

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

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Degree</td>
<td>Four-year college degree</td>
<td>Degree in Business Administration, Marketing, Communications, Public Relations, or related field</td>
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| Experience (yrs.) | 5 | Experience in the development, coordination, and/or administration of alumni affairs programs |

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 higher education policies and procedures, budgeting and accounting principles, event planning and management, and marketing and promotional strategies.

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, handling objects with hands, and lifting up to 10 pounds.

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: 10/23/2012