AUBURN
Human Resources

Deputy AD, Tigers Unlimited

Job Description

JOB INFORMATION

Job Code	BA14
Job Description Title	Deputy AD, Tigers Unlimited
Pay Grade	ATUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/23/2023

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Administration

JOB SUMMARY

Reporting to the Athletics Director, the Deputy Athletics Director (AD) of Tigers Unlimited Foundation (TUF) provides strategic leadership, oversight, and direction and planning for Tigers Unlimited Foundation, major gifts, priority seating, and capital projects. Provides advice and counsel to the Athletics Director on strategic planning and capital projects.

RESPONSIBILITIES

- Oversees Athletics programs and processes to include Tigers Unlimited Foundation (TUF), major gifts, and priority seating.
- Leads and directs on-going programs and activities in TUF to include providing guidance and recommendations to TUF leadership concerning operations issues such as budgeting, personnel, coordinating, and planning.
- Provides advice and counsel to the Athletics Director on strategic planning and capital projects.
- Creates a comprehensive approach to all development related activities to include scholarship priority programs and major giving.
- Plans, organizes, leads, and directs fundraising efforts and sales programs for Athletics including (but not limited to) ticket priority sales and major giving. Oversees direction of hospitality for special events related to Tigers Unlimited and in-game premium spaces for donors.
- Assists University-wide alumni and development fundraising activities to include making club appearances and assisting with public relations programs.
- May serve as sport administrator for one or more of the Department's 21 sports programs.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
- 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.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Management, Business Administration, Sports Administration, or related field.	and	10 years of	Experience in fundraising management and/or program administration within higher education. Experience within an Athletics program desired. At least three (3) years of supervising and managing full time employees	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Southeastern Conference (SEC) and National Collegiate Athletic Association (NCAA) rules and regulations, audit procedures, accounting principles, and adequate computer skills, Auburn University's policies and procedures.	
Advanced knowledge of the policies that guide fundraising at the university such as moves management, fund-raising ethics and prospect clearance.	
Must have a working knowledge of IRS regulations as they relate to charitable gifts, as well as the policies and procedures established by Auburn University.	
Knowledge of all aspects of fundraising, donor relations, and stewardship concepts, principles, procedures, and techniques.	
Knowledge of business and formal etiquette when communicating and interacting with all levels of donors.	
Leadership skills, time-management skills, budget planning skills and excellent verbal and written communication skills.	
Ability to be a team player in a collaborative, fast-paced environment	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.