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## Auburn University Job Description

Job Title: **Deputy AD, Tigers Unlimited**

Job Family: No Family

Job Code: **BA14**

Unclassified

FLSA status: Exempt

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### 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.

### Essential Functions

1. Oversees Athletics programs and processes to include Tigers Unlimited Foundation (TUF), major gifts, and priority seating.
2. 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.
3. Provides advice and counsel to the Athletics Director on strategic planning and capital projects.
4. Creates a comprehensive approach to all development related activities to include scholarship priority programs and major giving.
5. 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.
6. Assists University-wide alumni and development fundraising activities to include making club appearances and assisting with public relations programs.
7. May serve as sport administrator for one or more of the Department's 21 sports programs.
8. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
9. Performs other related duties as assigned.
10. 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.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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 Management, Business Administration, Sports Administration, or related field.
<b>Experience (yrs.)</b>	10	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.

#### 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 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

#### 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, reaching, talking, hearing, .

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

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Date: 2/23/2023

