



JOB INFORMATION

Job Code	BA73
Job Description Title	Asst AD, Donor Services
Pay Grade	UA08
Range Minimum	\$61,270
33rd %	\$77,610
Range Midpoint	\$85,780
67th %	\$93,950
Range Maximum	\$110,290
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/23/2023

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Donor Relations

JOB SUMMARY

Reporting to the Associate Athletics Director (AD) of Donor Services, the Assistant Athletics Director (AD) of Donor Services directs and manages the stewardship efforts of Tigers Unlimited and provides high level support to Tigers Unlimited, Tigers Unlimited Foundation Board, and the Athletics Department.

RESPONSIBILITIES

- Manages the daily operations of Tigers Unlimited Foundation's premium operations for men's basketball, football, equestrian, baseball and gymnastics including communication and selection of all vendors on catering, set-up, cleaning, customer service, food quality and facility cleanliness, as well as surveys post season.
- Manages and oversees the logistics for all Tigers Unlimited donor stewardship events including dedications, receptions, away games, and bowl game events including invitations, RSVP lists, event design, catering, program and script writing, event execution and survey follow-up.
- Oversees marketing, hiring, onboarding, training, and supervising staff for all premium venues including Tigers Unlimited Ambassadors, Graduate Assistants and Athletic Director's Club Volunteer group.
- Serves as the main point of contact for all premium game day staff including specific and relevant game day information, scheduling and payroll.
- Develops and coordinates the stewardship activity plan for Tigers Unlimited Staff, Athletics Director, and head coaches. Coordinates donor events and activities with other departments.
- Manages and coordinates all acknowledgement efforts from Athletic coaches and administrators to Donors; keeps donors up-to-date on specific allocation requests for contributions.
- Under advisement and direction of the Associate Athletics Director of Donor Services, coordinates the preparation of the donor services budgets and reviews and approves the financial documents for processing ensuring all payments to vendors and employees are made in a timely manner.
- Manages Tigers Unlimited vendor payments for premium vendors insuring they are processed in a timely manor through the Auburn University Payment System. Assists with managing the Tigers Unlimited purchasing card system and oversees the cards checked out for approved purchases from Tigers Unlimited budgets.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
- Performs other related duties as assigned.
- 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 RESPONSIBILITIES

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.
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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 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 Business, Communications, Marketing, Management, Sports Administration, or related field.	And	6 years of	Experience in event planning, public relations, coordinating marketing communications programs, development experience and/or sports administration. Experience managing a board of directors or other high level executive support. At least one (1) 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.	
Event planning and time management skills to plan and execute numerous events for both large and small scales.	
Knowledge of basic accounting principles, communication principles and event coordination.	
Knowledge of donor relations or event operations.	
Ability to communicate effectively, maintain complex scheduling and calendars, strong interpersonal and organizational 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.