AUBURN
Human Resources

# Development Officer III

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | OA05C |
| Job Description Title | Development Officer III |
| Pay Grade | UA09 |
| Range Minimum | $70,460 |
| 33rd % | $89,250 |
| Range Midpoint | $98,650 |
| 67th % | $108,040 |
| Range Maximum | $126,830 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 7/27/2010 |

## JOB FAMILY AND FUNCTION

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| Job Family: | University Advancement |
| Job Function: | Major & Principal Gifts |

## JOB SUMMARY

Plans, organizes, and implements fund-raising activities for one or more organization units within Auburn University.

## RESPONSIBILITIES

- Identifies potential prospects for cultivations through research, initial contact ratings, peer reviews and other relevant resources.
- Solicits gifts and/or club memberships through person-to-person visits, group presentations, and/or phone contacts.
- Provides stewardship to include acknowledging and showing gratitude for donating/joining clubs either by letter, phone call, and/or participating in/attending events and function for donors.
- Updates and informs supervisors and other staff of goal status, new plans and project proposals, and ensures that a cooperative team effort is made to meet goals and objectives.
- Prepares budget with input provided by Director, reviews and approves financial records, vouchers and acquisitions.
- Develops reports, records, and programs and analyzes information necessary to plan and complete projects and assignments.
- May develop campaigns and/or presentation proposals related to funding priorities in order to keep top prospects informed, interested, involved and to meet development goals and objectives.
- 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.
- May produce or assists in producing marketing materials to support development efforts.

## SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |

## 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 | Bachelor's degree required - no specific discipline | and | 6 years of | Experience in fundraising, marketing, sales, and/or public relations | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. | And |
| Also possesses knowledge of related fields and areas of operation which affect, or are affe | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| DL NUMBER - Driver License, Valid and in State | | Upon Hire | Required | |

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

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

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically. |