
Auburn University Job Description

Job Title: **Mgr, Univ Dev&Strategic Prites**

Job Family: No Family

Job Code: **OA12**

Grade UA09 \$64,700 - \$116,500

FLSA status: Exempt

Job Summary

Manages, plans, organizes, and implements major gifts fund-raising activities for Auburn University.

Essential Functions

1. Manages and coordinates the functions and operations of the Major Gifts office to include budget and work plans.
2. Assures good stewardship for all constituency gifts on behalf of the University and its Foundations and balances donor interests with University programs and Auburn's constituencies.
3. Identifies potential prospects for cultivations through research, initial contact ratings, peer reviews, development officers, and other relevant resources and conducts follow-up actions to include initial contacts.
4. At the direction of the Vice President for Development, interfaces with Deans, independent Center Directors, the Alumni Board and other senior representatives of Auburn University.
5. Develops and implements procedures for the acceptance of gifts and prepares the University and its Foundations to receive these gifts through proper administrative and organization processes.
6. 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>
Education	Four-year college degree	Degree in Business Administration, Marketing, Communications, Public Relations, or related field
Experience (yrs.)	7	Experience in fundraising, marketing, and/or public relations

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 Internal Revenue Service (IRS) gift regulations, fundraising techniques and strategies, and accounting and budgeting principles and practices. Ability to plan and implement fundraising programs and marketing 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, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 50 pounds.

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

Date: 7/18/2011
