
Auburn University Job Description

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|--------------|---------------------------|----------|--------------------------------|
| Job Title: | Assoc, Development | Level I | Grade UA04 \$39,500 - \$63,200 |
| Job Code: | OA17 | Level II | Grade UA06 \$46,100 - \$78,400 |
| FLSA status: | Exempt | | |

Job Summary

Assists in the planning, organizing, and implementation of fundraising activities.

Essential Functions

1. Working under the guidance of a Development Officer, travels extensively visiting donors.
2. Assists in the identification, cultivation, and solicitation of gifts.
3. Assists constituency Development Officers in fundraising activities.
4. Makes cold calls to alumni and friends of Auburn University to build and cultivate relationships and solicit gifts.
5. Organizes information and prepares reports designed to identify fundraising opportunities and that supports planning and decision making regarding prospective donors.
6. Assists in the identification and enhancement of fundraising techniques designed to build and cultivate relationships among individuals, corporations, and foundations.
7. 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.
8. Participates in special projects and other duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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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Job Family Levels

| Level | Responsibility | Knowledge | Education and Experience* |
|-------|---|---|---|
| I | Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. | Knows fundamental concepts, practices and procedures of particular field of specialization. | Bachelor's degree in discipline appropriate to position with no years of experience. |
| II | Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. | Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area. | Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent. |

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I Bachelor's degree in discipline appropriate to position with no years of experience.

Level II Bachelor's degree in discipline appropriate to position plus 2 years experience.
Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

College degree; no specific discipline.

Focus of Experience

Experience in fundraising, marketing, sales, 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

See Job Family Levels

Certification or Licensure Requirements:

Valid Driver's License

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 10 pounds.

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

Date: 5/5/2020
