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## Auburn University Job Description

Job Title:	<b>Stewardship Specialist</b>	Job Family:	No Family
Job Code:	<b>OA40</b>	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

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### Job Summary

Reporting to the Director of Donor Relations, the Stewardship Specialists creates, implements, and administers a comprehensive, centralized program designed to ensure that donors are properly stewarded and informed in all aspects of donor relations including gift agreements, engagement, recognition, and reporting on the use and impact of their annual and endowed funds, in support of efforts to cultivate long-term loyalty and commitment of donors while ensuring Auburn fulfills its fiduciary and stewardship responsibilities to donors. The Stewardship Specialist executes one or more of the following phases of the donor relations process to include gift agreements, reporting, engagement, and recognition.

### Essential Functions

1. May lead the daily operation of the agreement routing process for the Office of Development. This includes advising development staff to ensure agreements represent donor intent while enforcing Auburn University policies and procedures, the initial routing through the Agreements Committee, and signature routing of donors and AU/AUF officials.
  2. May create comprehensive university-wide stewardship reports for major donors. Produces best-in-class centralized comprehensive impact reports to provide fiduciary and stewardship accountability for all funds through the aggregation of complex, sensitive, and confidential data from multiple sources (Financial Aid, University Scholarships, Endowment Management, faculty, staff, and students) to disseminate the data in a precise and orderly manner.
  3. May conceptualize, implement, and administer integrated and comprehensive donor relations activities in support of efforts to cultivate long-term loyalty of donors through recognition societies, engagement, and stewardship activities. Demonstrates due accountability, gratitude, recognition, and responsiveness to Auburn's donors, including all donor groups (individuals, corporations, foundations) and key segments within each (major donors, estate donors, loyalty donors, alumni, parents, friends, etc).
  4. Serves as the liaison for the Office of Development to the Endowment Investment Office, Development Accounting, University Scholarships, Financial Aid, Business Office, Office of the President, and Office of the Executive Vice President for gift agreements, reporting, fund audit and fund compliance.
  5. Conducts training with development staff and other partners to educate and ensure proper agreement, recognition, stewardship, and spending practices avoid risk-management issues. Conducts annual analysis of processes and documents.
  6. Works closely with team leaders to organize and review data to facilitate decision-making in support of engagement and stewardship strategies. Identifies and implements best practices to ensure that agreements, engagement, recognition, and reporting are in keeping with national standards and meet donor expectations.
  7. Ensures stewardship requirements are accurately recorded in the database utilized by the Office of Development and others.
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### **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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## Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Business Administration, Marketing, Communications, Public Relations, or related field.
<b>Experience (yrs.)</b>	5	Experience in data maintenance, analysis, and reporting with increasing levels of responsibility. Experience must include the ability to compare various data sets to create accurate and professional documents for internal and external stakeholders. Some positions may require experience in building long-term relationships with donors, colleagues, and external partners or experience in fundraising or gift solicitation in a higher education setting.

**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 fundraising programs, concepts, practices, and procedures of marketing and public relations. Desired: Knowledge of fund utilization, FERPA regulations of IRS 526 and 1771. Knowledge of higher education policies and procedures.

**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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

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

Date: 12/10/2020

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