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## Auburn University Job Description

Job Title: **Admstr, Development Programs**

Job Family: No Family

Job Code: **OA43**

Grade UA04 \$39,500 - \$63,200

FLSA status: Exempt

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### Job Summary

Manages all aspects of Development related programs, services, fundraisers, and/or events through one-self or others to support engagement with a college or school's stakeholders, which includes alumni, donors, students, faculty, and staff. Provides opportunity through programs to identify potential prospects. Participates in the soliciting of gifts and/or memberships through program activities.

### Essential Functions

1. Provides the essential day-to-day management, planning, development, and implementation of programs/services/fundraisers/events to support engagement and identification of potential prospects within a college or school. Ensures that goals and objectives are accomplished within the prescribed time frames and other parameters.
2. Attends, assists, and participates in events and functions as necessary to promote programs. Engages with alumni, donors, students, faculty, and staff to increase engagement and awareness of programs.
3. Recruits members/participants for programs. Creates and maintains record of contacts and constituents. Builds relationships by developing and promoting interaction between parties.
4. Participates and assists in the solicitation of gifts/memberships through person-to-person visits, group visits, and/or phone contacts. Identifies and recommends individuals, corporations, or groups that qualify as prospective donors and ensures information is forwarded to appropriate Development colleagues and contacts.
5. Provides stewardship to include acknowledging and showing gratitude for donating/joining programs either by letter, phone call, and/or participating in/attending events and function for donors.
6. Through one-self or others, completes daily operational duties for programs or events to include coordination and organization of activities, meetings, and events as well as activities such as mailings, phone calls, emails, renewals, membership lists, membership dues, etc. Retrieves and sorts mail, checks, and gifts received for programs.
7. Responsible for routine tasks associated with programs/services/events to include but not limited to internal or external promotional activities, preparing reports, presenting statistics and updates, etc.
8. Manages and processes financial documentation such as vendor vouchers, travel expenses, and employee reimbursements accurately and according to University policies and procedures.
9. Responsible for maintaining records relating to Development. Utilizes services of central Development in assisting Development Officers and staff to qualify prospects for programs. Maintains records, reports, and information on alumni, friends, corporations, foundations, and campus departments relating to programs.
10. 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

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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	Bachelor's degree required - no specific discipline
<b>Experience (yrs.)</b>	6	Experience in fundraising, marketing, sales, and/or public relations relevant to the solicitation of gifts.

#### 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 fundamental concepts, practices, and procedures in the areas of fundraising, sales, marketing, recruiting, or public relations specifically relevant to the identification of potential prospects of gifts.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 standing, walking, sitting, talking, hearing, .

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

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

Date: 4/9/2018

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