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## Auburn University Job Description

Job Title: **Asst Dir, Donor Relations**

Job Family: No Family

Job Code: **OA49**

Grade UA08 \$56,300 - \$101,300

FLSA status: Exempt

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### Job Summary

Reporting to the Director of Donor Relations, the Assistant Director of Donor Relations assist in providing strategic direction, oversight, and framework to enhance the donor relations and stewardship activities.

### Essential Functions

1. Manages the university-wide donor gift agreement process used to establish endowed and annual funds, along with naming agreements. Serves on the Agreement Routing Committee, comprised of multiple university administrators and departments involved in overseeing donor-directed funds.
2. Ensures internal compliance measures are met to protect the university and foundation in the agreements, while fulfilling donor intent. Advises others on policy, processes and procedures related to agreements; resolves policy related or procedural issues.
3. Designs, implements, and evaluates the annual university-wide reporting processes for endowments, scholarships and other donor-directed funds with the Stewardship Specialist.
4. Affirms Office of Development standards are met in all reporting deliverables. Stays atop industry best practice to guide and develop new initiatives in reporting to donors. Manages key relationships with university personnel as needed to secure report components in a timely manner.
5. In partnership with the Stewardship Specialist, proactively participates in university-wide fund management process to ensure funds are used per donor intent and in order to ensure that Auburn fulfills its fiduciary responsibilities to donors. Collaborates with key university administrators and colleagues to document and analyze the use or non-use of funds, determines if communication with or action from donor is required and takes appropriate steps. Serves as member of the Financial Stewards Group and provides training and updates to group as needed.
6. Collaborates with Donor Relations staff to conceptualize and coordinate an integrated and comprehensive donor relations and stewardship program that appropriately and consistently promotes interaction and connection with and recognition of donors at all levels. This may include the coordination of event ticket usage to cultivate and steward donors.
7. Provides supervision and manages the staff that facilitates the daily submission, revision and approval of agreements and the staff involved in reporting.
8. Assists as needed with donor society membership, induction, and stewardship events, in conjunction with the central development special events team.
9. Contributes to regular brainstorming on innovative, unique, personalized stewardship, communications, and engagement opportunities.
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

Full supervisory responsibility for other employees is a major responsibility and includes training,

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evaluating, and making or recommending pay, promotion or other employment decisions.

*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 Management, Business, Communications, Marketing, or related field.
<b>Experience (yrs.)</b>	6	Experience in building rapport and establishing cooperative working relationships with donors, colleagues and external partners. Experience in working directly with donors of all levels, board members, alumni, and other VIPs. At least one year of experience supervising full time employees.

#### **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 all aspects of fundraising, donor relations, and stewardship concepts, principles, procedures, and techniques.

Knowledge of business and formal etiquette when communicating and interacting with all levels of donors.

#### **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 standing, walking, sitting, reaching, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires 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: 6/30/2020

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