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## Auburn University Job Description

Job Title: **Mgr, Tiger Giving**

Grade UA06: \$46,100 - \$78,400

Job Code: **OA69**

FLSA status: Exempt

Job Family: University Advancement

Job Function: Engagement, Annual Giving, & Campaign

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### Job Summary

The Tiger Giving Officer Manager is responsible for the day-to-day management of the Tiger Giving Officers. Maintains their own portfolio of mid-level donors, in addition to providing coaching and guidance for the Tiger Giving Officers who will conduct strategic outreach with individual Auburn University alumni. Models an innovative spirit for the Advancement Division while driving production. The Tiger Giving Officer Manager will heighten alumni philanthropic giving to Auburn University through the expansion of the mid-level giving pipeline that will result in donors' invested ownership to fuel the purpose of Auburn University.

### Essential Functions

1. Manages a team that engages with, and builds relationships with, a portfolio of alumni with clear weekly, monthly, and annual goals to cultivate and solicit gifts in the range of \$1,000 - \$10,000.
2. Trains, onboards, and continuously coaches Tiger Giving Officers, to elevate professional competencies and related technical skillsets that will result in an excellent donor experience and sustain growth in program impact.
3. Creates collaborative relationships across the Advancement Division to align team efforts with overall fundraising strategy, thereby ensuring the Tiger Giving Program is supporting a healthy institutional portfolio.
4. Monitors and assesses production patterns across portfolios to refine outreach, cultivation, solicitation, and stewardship strategies and optimize outreach cadences.
5. Performs other related duties as assigned.

### Supervisory Responsibility

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

	Minimum	Focus of Education/Experience
Education	Bachelor's Degree	No specific discipline.
Experience (yrs.)	4	Experience in managing or implementing fundraising, marketing, sales, or public relations strategies, or related constituency engagement experience. Experience in a higher education environment is desired.

### 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

Ability to personalize solicitations, daily use of video, phone, and email, and use of multiple databases and virtual communication technology is critical to success in this role. Superior interpersonal and teamwork skills; excellent written and oral communication skills; well-developed organizational skills; computer and online application skills; strong customer service orientation; ability to assume responsibility, take initiative, and work independently and in teams; Demonstrated ability to build relationships with different contingencies including faculty, students, managers, employers.

### Certification or Licensure Requirements

None required.

### Pre-Employment Screening 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, .

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

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

Date: 7/24/2023

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