

## JOB INFORMATION

Job Code	OA69
Job Description Title	Mgr, Tiger Giving
Pay Grade	UA06
Range Minimum	\$54,220
33rd %	\$63,260
Range Midpoint	\$67,780
67th %	\$72,290
Range Maximum	\$81,330
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/24/2023

## JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Engagement, Annual Giving, & Campaign

## 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.

## RESPONSIBILITIES

- 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.
- Trains, onboards, and continuously coaches Tiger Giving Officers, to elevate professional competencies and related technical skill sets that will result in an excellent donor experience and sustain growth in program impact.
- 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.
- Monitors and assesses production patterns across portfolios to refine outreach, cultivation, solicitation, and stewardship strategies and optimize outreach cadences.
- Performs other related duties as assigned.

## SUPERVISORY RESPONSIBILITIES

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.
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## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline.	And	4 years of	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 Experience ☐ Yes

*Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: ☐ Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting			X			Up to 10 pounds
Climbing	X					
Stooping/ Kneeling/ Crouching	X					
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions	X					
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			

**Vision Requirements:**

Ability to see information in print and/or electronically.