AUBURN
Human Resources

Assoc AD, Major Gifts

Job Description

JOB INFORMATION

Job Code	BA25
Job Description Title	Assoc AD, Major Gifts
Pay Grade	UA12
Range Minimum	$108,430
33rd %	$139,150
Range Midpoint	$154,520
67th %	$169,880
Range Maximum	$200,600
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	5/13/2025 5:24:20 PM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Major & Principal Gifts

JOB SUMMARY

This position directs and has primary responsibility for the day-to-day management of the Tigers Unlimited Foundation development staff under the supervision of the Senior Associate AD of Development. This position is also responsible for raising principal gifts ($1 million and greater) to enable the unit to fulfill its mission of supporting the Auburn Athletics Department and its mission. Additionally, this position will provide strategy, leadership, direction, coordination, and management of all levels of giving.

RESPONSIBILITIES

- Collaborates with the Senior Associate AD of Development to design and implement fundraising strategies to meet the athletics department’s annual and long-term goals.
- Identifies, cultivates, and solicits major gift prospects for gifts of $1 million or more to support Tigers Unlimited Foundation priorities and meet individual and team fundraising goals.
- Conducts 100-140 significant in-person donor visits annually with a focus on advancing prospects to close gifts.
- Presents proposals or makes solicitations to secure private support to meet individual goals and goals of the foundation.
- Effectively works with donors to facilitate gifts.
- Monitors monthly gift and pledge totals; work with staff to strategize on solicitations and closing gifts.
- Provides leadership, coaching, and performance management for development staff, including conducting annual performance evaluations, promoting professional growth, and maintaining a high-performing, collaborative team environment. Fosters a learning environment by involving others, delegating appropriately, and addressing conflict situations constructively.
- Develops, monitors, and oversees the budget for development fundraising operations.
- Develops strategic plan for development officers by establishing monthly goals for donor visits, solicitations, and proposals.
- Works in conjunction with the Sr Associate AD, develops, manages, and assigns prospect lists to development officers for Auburn University Athletics Capital campaign solicitations.
- Represents and participates in Central Advancement and Professional Development Meetings and Activities on behalf of Tigers Unlimited Foundation.
- Keeps the Senior Associate AD of Development informed on progress toward goals, new plans and proposals, and ensures that a cooperative team effort is made to meet goals and objectives.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

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.

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 to 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	with no specific discipline.	and	7 years of	experience in gift solicitation or development fundraising that includes fundraising and/or gift solicitation of high value gifts.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of National Collegiate Athletic Association (NCAA) regulations related to fund raising. Knowledge of budget planning and donor record systems. Prior experience in or knowledge of the Tigers Unlimited ticket priority system.	
A demonstrated record of successful major gift solicitations and experience designing and executing donor identification, cultivation, solicitation and stewardship strategies.	
Demonstrated successful coaching/mentoring relationship of development professionals. Preference given to candidates with experience/knowledge of athletics ticket priority system.	
Experience or knowledge of an athletics ticket priority system.	

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				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

Domestic