AUBURN
Human Resources

Asst AD, Annual Giving (Ath)

Job Description

JOB INFORMATION

Job Code	BA55
Job Description Title	Asst AD, Annual Giving (Ath)
Pay Grade	AT08
Range Minimum	$62,010
33rd %	$78,550
Range Midpoint	$86,820
67th %	$95,090
Range Maximum	$111,620
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/30/2019

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Ticketing

JOB SUMMARY

Directs and oversees all aspects of ticket priority sports including baseball, men's basketball and football. Handles all renewals and contracts for premium seating inside Jordan-Hare Stadium and Auburn Arena. Directs and oversees the daily operations of all annual giving programs. Oversees the implementation of strategic customer service and stewardship efforts.

RESPONSIBILITIES

- Oversees the daily operations of the ticket priority programs for all assigned sports (men’s basketball, baseball and football) to include sales, renewals, stewardship and allocation of seating. Includes renewal contracts for Jordan-Hare Stadium Executive Suites and Auburn Arena Suites.
- Provides communication and customer service to all donors in order to answer questions or resolved problems in relation to ticket priority, seating assignments and other related issues.
- Oversees the allocation and issuance of seats and parking passes for football, men’s basketball and baseball.
- Develops marketing, sales and communication plans regarding Tigers Unlimited premium seating, ticket priority program and annual giving clubs.
- Serves as the Tigers Unlimited liaison with the Auburn Athletic Ticket Office.
- Coordinates the preparation of the general and administrative budget as well as the ticket priority program budget and reviews and approves the financial documents ensuring that all payments to vendors and employees are made in a timely manner.
- Coordinates with all constituents in regards to common database system used to determine customer eligibility, recording and distributing order information and managing sales information.
- Oversees the daily operations of the car dealer program.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

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	Degree in Public Relations, Business Administration, Marketing, Communications, Management, Sports Administration, or related field.	and	5 years of	Experience in fundraising, marketing, sales, and/or public relations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of marketing strategies, fundraising programs, data gathering, and management techniques.

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	
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.