AUBURN
Human Resources

Asst Dir, Athletic Donor Services

Job Description

JOB INFORMATION

Job Code	BA64
Job Description Title	Asst Dir, Athletic Donor Services
Pay Grade	UA04
Range Minimum	$48,070
33rd %	$54,480
Range Midpoint	$57,690
67th %	$60,890
Range Maximum	$67,300
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	6/1/2026 10:33:58 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Assistant Director of Athletic Donor Services supports the execution of premium seating operations and donor engagement initiatives for Tigers Unlimited. Assists with planning, coordination, and delivery of high-quality hospitality and stewardship experiences for Auburn Athletics' most valued supporters. The Assistant Director plays a key role in game-day operations, donor events, staff supervision, and vendor coordination across multiple sports venues.

RESPONSIBILITIES

- Supports the Director in coordinating day-to-day operations for premium seating across football, basketball, equestrian, baseball, and gymnastics venues, ensuring execution aligns with established service standards and operational plans.
- Coordinates catering, setup, cleaning, and customer service logistics in collaboration with vendors and facilities teams; communicates operational needs and escalates issues as appropriate.
- Assists with monitoring food quality, service standards, and post-event feedback; compiles observations and recommendations to support continuous improvement efforts.
- Supports the planning and execution of donor-focused events, including receptions, dedications, away game activations, and bowl game functions; manages logistics for assigned events, including invitations and RSVPs.
- Provides on-site event support and resolves routine operational issues to ensure a high-quality donor experience.
- Assists with recruiting, onboarding, training, and scheduling seasonal staff, including Tigers Unlimited Ambassadors, Graduate Assistants, and volunteers.
- Provides day-to-day guidance to seasonal staff on game days, including distributing schedules, scripts, and service expectations established by leadership. Supports payroll processing, time tracking, and documentation for seasonal staff; assists with collecting and providing input on performance feedback.
- Assists with vendor coordination and ensures adherence to agreed-upon service expectations, university policies, and event requirements.
- Supports budget and administrative processes, including expense tracking, purchasing card reconciliation, invoice processing, and maintaining event and donor-related records for reporting purposes.

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	May supervise employees but supervision is not the main focus of the job.

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. Degree in Hospitality, Sports Management, Business, or related field is desired.	and	0 years of	experience in donor relations, event management, premium hospitality, or athletics administration.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of event operations, premium seating logistics, and hospitality service standards, including coordinating catering, facilities, and vendor-supported services in a multi-venue athletic environment.	
Skill in planning, organizing, and executing multiple events and operational activities simultaneously, with the ability to address routine issues in real-time and ensure a high-quality customer and donor experience.	
Ability to recruit, train, schedule, and provide day-to-day direction to seasonal staff and student workers, including communicating expectations, monitoring performance, and fostering a team-oriented service environment.	
Knowledge of basic budgeting, expense tracking, and administrative processes, including purchasing procedures, payroll support, and adherence to NCAA, SEC, and university policies and regulations.	

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			50lbs
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.