AUBURN
Human Resources

Asst AD, Donor Services

Job Description

JOB INFORMATION

Job Code	BA73
Job Description Title	Asst AD, Donor Services
Pay Grade	UA09
Range Minimum	$72,570
33rd %	$91,920
Range Midpoint	$101,600
67th %	$111,270
Range Maximum	$130,620
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	10/20/2025 11:26:11 AM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Donor Relations

JOB SUMMARY

The Assistant Athletics Director of Donor Services directs and oversees comprehensive stewardship initiatives for Tigers Unlimited. This leadership role manages premium operations across multiple sports, develops donor engagement strategies and events, and supports high-level functions of the Tigers Unlimited Foundation and the Athletics Department.

RESPONSIBILITIES

- Directs and manages daily operations of Tigers Unlimited Foundation's premium services for men's basketball, football, equestrian, baseball, and gymnastics. Responsibilities include overseeing vendor selection, catering, setup, cleaning, customer service, food quality, and facility standards, along with post-season survey analysis.
- Leads and coordinates logistics for all donor events such as dedications, receptions, away games, and bowl game functions. Duties include developing invitations, managing RSVP lists, event design, catering, scripting, execution, and post-event feedback. Travel to post-season events to lead and coordinate these on-site.
- Oversees recruitment, onboarding, training, and supervision of premium venue staff, including Tigers Unlimited Ambassadors, Graduate Assistants, and Athletic Director's Club Volunteers (100+annually).
- Supervises all full-time Donor Services staff and provides leadership and training to all staff, including conducting annual performance reviews, evaluations, promoting professional growth, and maintaining a collaborative team environment.
- Serves as the primary liaison for premium game day staff, ensuring timely communication of game-specific details, scheduling, and payroll processing.
- Manages and executes RFP process for premium vendors and insure all premium agreements, insurance, laws, and policies with the state of Alabama, SEC, and University regarding alcohol, food safety are met by vendors.
- Collaborates in the planning and designing of capital projects in regards to premium seating enhancements and new premium seating in all athletic venues.
- Coordinates and reviews donor services budgets under the guidance of the Associate Athletics Director. Approve financial documents and ensure timely vendor and employee payments.
- Manages Tigers Unlimited vendor payments for premium services, ensuring timely processing through the Auburn University Payment System.
- Assists in managing the Tigers Unlimited purchasing card system and oversees the use of cards checked out for approved purchases from Tigers Unlimited budgets.
- Ensures compliance with all applicable NCAA and SEC regulations in the performance of job duties.

RESPONSIBILITIES

- This role is highly externally focused, requiring frequent work during non-traditional business hours. The position is expected to operate with a high degree of autonomy and professionalism.

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 Business, Communications, Marketing, Management, Sports Administration, or related field.	and	6 years of	Experience in event planning, public relations, coordinating marketing communications programs, development, or sports administration. Experience managing a board of directors or other high-level executive support. At least one (1) year of supervising and managing full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Southeastern Conference (SEC) and National Collegiate Athletic Association (NCAA) rules and regulations, audit procedures, accounting principles, and adequate computer skills, as well as knowledge of Auburn University's policies and procedures.	
Event planning and time management skills to plan and execute numerous events for both large and small scales.	
Knowledge of basic accounting principles, communication principles, and event coordination.	
Knowledge of donor relations or event operations.	
Ability to communicate effectively, maintain complex scheduling and calendars, and strong interpersonal and organizational skills.	
Ability to be a team player in a collaborative, fast-paced environment.	

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.