AUBURN
Human Resources

Asst Dir, Athletics Annual Giving & Ticket Priority

Job Description

JOB INFORMATION

Job Code	BA78
Job Description Title	Asst Dir, Athletics Annual Giving & Ticket Priority
Pay Grade	UA03
Range Minimum	$44,630
33rd %	$49,840
Range Midpoint	$52,440
67th %	$55,050
Range Maximum	$60,260
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	2/26/2026 9:00:08 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Assistant Director of Annual Giving is responsible for supporting Auburn Athletics' fundraising and engagement efforts by assisting with annual fund campaigns, donor outreach, stewardship initiatives, and seat selection processes. This role plays a key part in strengthening relationships with the Auburn Family, increasing donor participation, and enhancing the overall donor experience in support of Auburn student-athletes.

RESPONSIBILITIES

- Assists with the execution of annual giving campaigns supporting Auburn Athletics, including digital, email, phone, and direct-response initiatives.
- Supports stewardship and recognition efforts to ensure donors feel valued, informed, and connected to Auburn Athletics.
- Assists with signature fundraising initiatives such as giving days, special campaigns, challenge gifts, and donor-driven promotions.
- Collaborates with ticketing, marketing, and external relations teams to align fundraising efforts with fan engagement strategies.
- Represents Tigers Unlimited and Auburn Athletics at home athletic events, donor functions, and outreach events.
- Oversees a designated group of sport-specific giving programs, serving as the primary fundraising and stewardship contact while developing strategies to grow participation, enhance the donor experience, and increase annual support.
- Assists with donor seat selection and relocation processes, providing high-level customer service to ensure a seamless donor experience.

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	No supervisory responsibilities.

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	2 years of	experience in fundraising, marketing, sales, and/or public relations.	Or
Master's Degree	with no specific discipline.	and	0 years of	experience in fundraising, marketing, sales, and/or public relations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise		X			
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:
Ability to see information in print and/or electronically.