AUBURN
Human Resources

Dir, Athletic Donor Services

Job Description

JOB INFORMATION

Job Code	BA88
Job Description Title	Dir, Athletic Donor Services
Pay Grade	UA06
Range Minimum	$55,840
33rd %	$65,150
Range Midpoint	$69,800
67th %	$74,460
Range Maximum	$83,760
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	10/15/2025 9:49:39 AM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Donor Relations

JOB SUMMARY

The Director of Donor Services supports the strategic execution of premium seating operations and donor engagement initiatives for Tigers Unlimited. This role manages game-day logistics, donor hospitality, and seasonal programming across multiple sports venues, ensuring a high-quality experience for Auburn Athletics' most valued supporters. The Director supervises game-day staff, coordinates vendor services, and assists with donor events and stewardship efforts under the guidance of the Assistant Athletics Director (AD).

RESPONSIBILITIES

- Oversees day-to-day logistics for premium seating areas across football, basketball, equestrian, baseball, and gymnastics venues.
- Coordinates catering, setup, cleaning, and customer service in collaboration with vendors and facilities teams.
- Monitors food quality, service standards, and post-event feedback to ensure continuous improvement.
- Assists in planning and executing donor-focused events, including receptions, dedications, away game activations, and bowl game functions. Manages invitation lists, RSVPs, event setup, and on-site logistics.
- Travels as needed to support post-season donor events.
- Recruits, trains, and supervises seasonal staff, including Tigers Unlimited Ambassadors, Graduate Assistants, and volunteers.
- Provides game-day leadership and ensures staff are equipped with schedules, scripts, and service expectations. Supports payroll processing and staff performance evaluations.
- Assists with vendor communications, contract execution, and compliance with university and SEC policies.
- Tracks expenses and supports budget reviews for premium services and donor events. Assists with managing purchasing card usage and vendor payments through university systems.
- Contributes to donor stewardship efforts, including surveys, newsletters, and event follow-ups.
- Maintains accurate records and assists with donor data entry and reporting.
- Ensures all activities comply with NCAA, SEC, and Auburn University regulations.
- Collaborates with Athletics, Facilities, and Development teams to support capital projects and donor initiatives.

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	3 years of	experience in donor relations, event management, premium hospitality, or athletics administration.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong organizational and communication abilities.	
Ability to manage staff and coordinate large-scale events.	
Familiarity with CRM systems and university financial platforms.	
Ability to work flexible hours, including evenings, weekends, and travel.	

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.; Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.

Travel Requirements:

In-State; Domestic