AUBURN
Human Resources

Dir, Athletics Annual Giving & Ticket Priority

Job Description

JOB INFORMATION

Job Code	BA89
Job Description Title	Dir, Athletics Annual Giving & Ticket Priority
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:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/23/2023

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Development Support

JOB SUMMARY

Reporting to the Assistant Athletic Director, Annual Giving, the Director of Athletics Annual Giving & Ticket Priority oversees daily operations and communications of the Tigers Unlimited Foundation ticket related donation programs.

RESPONSIBILITIES

- Leads all communication efforts to support Auburn University's Athletics Development Office and Tigers Unlimited. This includes utilizing marketing automation tools for renewal emails, newsletters, and gameday guides.
- Assists with the donor seat selection process for Football and directly oversees the donor seat selection process for all other sports.
- Works with the Assistant AD - Annual Giving, along with the Ticket Office, Marketing, and Digital Revenue team to make yearly pricing recommendations to Senior Staff for all ticketed sports.
- Serves as the Tigers Unlimited website administrator and is directly responsible for the creation and maintenance of the website.
- Serves as a point of contact for escalated customer service and/or technical-related ticketing donation issues. This includes all Tigers Unlimited Foundation ticket priority-related sports in addition to non-ticket priority sports.
- Hires, trains, and supervises a staff of student workers to assist in the daily operations of the Ticket Priority programs.
- Serve as a liaison for the Tigers Unlimited Development and Donor Services staff for all ticket-related needs.
- Assist with game day hospitality and other athletics department events, as needed.
- 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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	No specific discipline.	and	4 years of	Experience in fundraising, marketing, sales, and/or public relations in a collegiate athletic setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Proficient in Advance (donor database management software), Paciloan, and Salesforce.	
Extensive understanding of the integrity of Athletic ticket priority programs in include all allocations of suites, seats, and parking passes.	
Knowledge of fundraising techniques, specifically annual giving, marketing and advertising concepts, principles, procedures and techniques.	
Knowledge of web design, e-marketing systems, and electronic communications approaches that include social media and blogging platforms.	
Full proficiency in the following areas: Windows, Microsoft Office Suite - Outlook, Word, Excel, PowerPoint; internet browsers; Adobe products; Dropbox/Google Docs/Box.	
Attention to detail and the ability to prioritize and execute multiple projects under demanding deadlines is required.	
Ability to learn and use enterprise software and systems.	

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			Up to 25 pounds
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.