AUBURN
Human Resources

Spec, Athletic Gift

Job Description

JOB INFORMATION

Job Code	BA91
Job Description Title	Spec, Athletic Gift
Pay Grade	UA04
Range Minimum	$48,070
33rd %	$54,480
Range Midpoint	$57,690
67th %	$60,890
Range Maximum	$67,300
Exemption Status	Exempt
Approved Date:	8/1/2025 2:06:46 PM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Advancement Operations

JOB SUMMARY

Reporting to the Manager of TUF Financial Services, the Athletic Gift Specialist researches and analyzes daily receipts of gifts for the Auburn Athletics Department and Tigers Unlimited Foundation (TUF). Performs biographical updates and maintains data integrity through the use of relational database integrity functions, spreadsheet functions, spreadsheet formulas, and functions to ensure that records are logical and consistent. Provides financial and accounting support in a variety of functions related to financial reporting for Tigers Unlimited Foundation, the Auburn Ticket Office, and the Auburn Athletics Department.

RESPONSIBILITIES

- Reviews and processes Tigers Unlimited and Auburn Athletics priority program payments and Athletic ticket sales, which includes accurately examining, coding, and processing in the Paciolan system. Ensures payments are received in a timely manner in accordance with AU, TUF, IRS, and CASE guidelines. This includes cash and check deposits, lockbox deposits, and daily web transactions.
- Serves as a point of contact for Tigers Unlimited donors regarding TUF gifts and pledges, as well as priority program payments and ticket sales. Provides appropriate information and follow-up responses regarding donors' accumulated recognition levels and any questions donors may have regarding their account status and TUF procedures.
- Prepares bank deposits and electronic collection reports. This includes miscellaneous cash deposits, recruiting deposits, donor extra amenities purchases, various other miscellaneous receipts, and web transactions received by Tigers Unlimited and the Auburn Ticket Office.
- Serves as a liaison to University Finance and Accounting, Athletics Business Office, President's Office, and Board of Trustees. Requires keeping clear channels of communication to ensure that all needs are met in a timely manner.
- Reviews and updates donor demographic information from various source documents. Reviews data printouts for accuracy and makes appropriate corrections.
- Refers to the approved budget to ensure expenses of the accounts managed do not exceed the department's allocated Ticket Office budget by consistent use of budgetary controls.
- Provides support for ticket office events.
- Maintains familiarity with policies, processes, and procedures for all types of gift transactions, including but not limited to pledges, cash, and stock.
- Responds to inquiries from Advancement and donors regarding gifts and pledges.
- Ensures timely gift and/or records updates, allowing for receipts and record changes to be made according to leading industry practices.
- Enhances business processes, including automation where possible, for uploading and reconciling data from various sources into the fundraising system of record and other integrated systems.

RESPONSIBILITIES

- Ensures the accuracy of data and gift information to provide for the most comprehensive record-keeping possible. Maximize the use of CRM database tools and business processes to find efficiencies and expedite and ensure gift batches are accurate and reconciled.
- Applies organizational policies and procedures, particularly as they relate to gift accounting standards.
- Maintains the highest degree of confidentiality.

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	with no specific discipline. Degree in Business Administration, Accounting, Finance, Communications, or relevant field is desired.	and	3 years of	experience in financial support or accounting services, data management, and data analysis and/or administrative/clerical support.	Or
Master's Degree		and	1 year of	experience in financial support or accounting services, data management, and data analysis and/or administrative/clerical support.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Auburn University, Auburn University Foundation, and Development policies and procedures.	
Knowledge of IRS and CASE guidelines.	
Comprehension of Excel, data systems, accounting and finance.	
Excellent interpersonal skills, time management skills, communication skills, well developed accounting skills, problem solving and analytical skills.	

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.