AUBURN
Human Resources

Assoc AD, Donor Services

Job Description

JOB INFORMATION

Job Code	BA98
Job Description Title	Assoc AD, Donor Services
Pay Grade	UA10
Range Minimum	$83,450
33rd %	$105,710
Range Midpoint	$116,840
67th %	$127,960
Range Maximum	$150,220
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	11/11/2025 3:51:33 PM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Donor Relations

JOB SUMMARY

Reporting to the Deputy Athletics Director of Tigers Unlimited Foundation (TUF), the Associate Athletics Director (AD) of Donor Services is responsible for providing direction and oversight for best practices in donor services. Oversees, plans, and implements the engagement and donor relations functions to include fostering collaborative partnerships and leads the impact and success of donor engagement and relations activities. Oversees a team to manage premium spaces, events, and experiences for Athletics and ensures engagement for Athletics' donors and key stakeholders.

RESPONSIBILITIES

- Oversees a team to manage premium spacing, events, and experiences for Athletics and ensures engagement for Athletics' donors and key stakeholders. Responsible for premium spaces to include input and serves as a liaison for capital project design, event management, and premium spacing. Supervises the administrative functions of the Tigers Unlimited office to include supervising of full time employees, students and interns, monitoring of budgets, vendor payments, credit cards for Tigers Unlimited and metrics for game day experience and events (surveys).
- Conceptualizes, plans, implements, coordinates, and monitors an integrated and comprehensive donor relations and stewardship program that appropriately and consistently promotes interaction and connection with and recognition of donors at all levels. This includes donor society membership database management, recognition in publications and online, stewardship gifts and events. Creates remarkable experiences to build loyalty, reduce turnover, and drive success.
- Oversees TUF credit card system including communication with cardholders, management of credit card system, and main contact for approving Tigers Unlimited credit card purchases.
- Oversees coordination with premium space vendors, serving as the primary point of contact. Provides leadership in collaboration with contract management, catering, and beverage partners to ensure effective planning and adherence to policies, procedures, and event protocols.
- Manages communication with the Tigers Unlimited Foundation Board of Directors; serves as a point of contact for the Board, edits meeting minutes and provides financial updates. Ensures communication lines are maintained within the department and to other areas of the University. Serves as liaison to administration in preparation for all meeting materials utilizing the on-line system for instant review of all scheduled agenda review meetings and Tigers Unlimited Foundation Board meetings and reconvened meetings.
- Provides strategic oversight of donor communications and customer service efforts, ensuring timely and effective resolution of inquiries related to ticket priority, seating assignments, and other related concerns.

RESPONSIBILITIES

- Develops new, innovative, and athletics-focused programs that promote donor engagement, recognition, and retention of top prospects and donors and speaks to the University and Athletics' mission and goals.
- Actively monitors event venues and premium spaces, ensuring all are well maintained, clean, and secure. Develops and oversees a schedule of activities as it relates to event setup, break down, and day-to-day event-related activity.
- Develops benchmark criteria to measure the efficiency and effectiveness of alumni and donor programs, events, and communication to inform Athletics' leadership and key stakeholders.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
- The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.

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 Administration, Management, Sports Administration, Communications, Marketing, or related field.		7 years of	Experience in event planning, public relations, coordinating marketing communications programs, development experience and/or sports administration. Experience managing a board of directors or other high level executive support. At least one (1) years 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, Auburn University's policies and procedures	
Strong event planning and time management skills to plan and execute numerous events for both large and small scales.	
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.