AUBURN
Human Resources

Dir, Athletics Annual Giving & Philanthropic Initiatives

Job Description

JOB INFORMATION

Job Code	BB41
Job Description Title	Dir, Athletics Annual Giving & Philanthropic Initiatives
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	8/22/2023

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Development Support

JOB SUMMARY

Reporting to the Assistant AD, Annual Giving, the Director of Athletics Annual Giving & Philanthropic Initiatives oversees daily operations and communications of the Tigers Unlimited Foundation (TUF) annual giving programs.

RESPONSIBILITIES

- Assists the Assistant AD, Annual Giving in developing and executing comprehensive annual solicitation plans for Auburn Athletics and Tigers Unlimited.
- Coordinates specialty campaign, capital project, and annual giving appeals for athletics programs and Tigers Unlimited- communications include direct mail, email, print, web, and social media messages.
- Directly oversees all aspects of each sport-specific giving club including ideation, solicitation stewardship, and fulfillment.
- Assists WINGS program administrators with technical setup, renewal campaigns, email communications, and website content.
- Coordinates ancillary annual giving programs including Tiger Walk and Plainsman Park Brick programs.
- Attends Tigers Unlimited, Auburn Athletic, and University functions and events to engage and cultivate relationships with current donors and potential prospects.
- Identifies, cultivates, and solicits donations outside of the annual giving programs and below the major gift level ($5,000 -$25,000)
- Assists 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			10 lbs
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.