AUBURN
Human Resources

Mgr, Crooked Oaks
Job Description

JOB INFORMATION

Job Code	GA13
Job Description Title	Mgr, Crooked Oaks
Pay Grade	FO10
Range Minimum	$60,970
33rd %	$75,190
Range Midpoint	$82,300
67th %	$89,420
Range Maximum	$103,640
Exemption Status	Exempt
Approved Date:	3/11/2024 3:46:38 PM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

Responsible for the overall operations of Crooked Oaks facility to include administrative oversight, personnel management, financial planning, and strategic planning.

RESPONSIBILITIES

- Provides overall administrative oversight and hands-on operational activities of Crooked Oaks including strategic planning, managing personnel, monitoring building and facilities conditions, and performing finance and budget duties.
- Coordinates and supervises utilization of all facilities within Crooked Oaks including but not limited to facility rentals, hunting leases/operations, and nursery operations.
- Communicates with the staff as well as other university partners to keep them informed of work activities, gathers and provides information, and communicates projects.
- Manges overall communication and marketing efforts aimed to support the strategic goals, plans, and mission of Crooked Oaks website, ensuring the content stays relevant and current.
- Maintains open communication with all constituencies regarding the evaluation of financial and programmatic aspects as well as overall impact. Develops and manages the annual budget to support Crooked Oaks operating expenses and revenue.
- Coordinates with the CFWE Development Director to develop fundraising goals and strategies. Builds and maintains donor relations, engaging diverse volunteers and donor groups unique to the nonprofit sector.

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	Supervises others with full supervisory responsibility.

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	5 years of	Experience in event planning, hospitality, public relations, marketing, business management.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing		X				
Walking			X			
Sitting		X				
Lifting		X				Up to 100 pounds
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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

No special vision requirements.