AUBURN
Human Resources

Foundation Financial Services Manager

Job Description

JOB INFORMATION

Job Code	KA59
Job Description Title	Foundation Financial Services Manager
Pay Grade	FO11
Range Minimum	$66,140
33rd %	$83,770
Range Midpoint	$92,590
67th %	$101,410
Range Maximum	$119,050
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	11/7/2025 3:13:20 PM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

JOB SUMMARY

The Manager of Foundation Financial Services supports the oversight and monitoring of donor-funded accounts, ensuring that funds are spent in alignment with donor intent. This role works collaboratively with Advancement Finance, Donor Relations, Philanthropy, and campus partners—including unit administrators, the endowment office —to help maximize fund use and maintain donor fund compliance and transparency.

RESPONSIBILITIES

- Supports the management of donor-funded accounts by monitoring expenditures and ensuring that spending aligns with donor intent.
- Assists in implementing and maintaining processes related to the expendable fund model, including tracking activity, flagging potential compliance issues, and sharing updates with Advancement Finance leadership.
- Partners with campus administrators to review accounts, ensuring understanding of available funds, and guide appropriate use in accordance with donor intent.
- Collaborates with Advancement colleagues to develop spending plans that maximize fund utilization while maintaining donor compliance. Recommend gift agreement adjustments to maximize fund utilization.
- Maintains an annual account review process, ensuring consistent documentation and follow-up.
- Performs analysis on the spending of donor funds in aggregate and by unit to identify trends, inform decision-making, and support campus administration.
- Communicates to Advancement leaders the findings from periodic and ad hoc financial reviews on funds.
- Develops resources tailored to enhancing development staff understanding of key spending issues.
- Contributes to special projects and process improvements within Advancement Finance, as assigned.

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 Finance, Accounting, or related field desired.	and	5 years of	experience in financial analysis, accounting services, and/or financial reporting.	

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				
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:

Ability to see information in print and/or electronically.

Travel Requirements:

None Required