AUBURN
Human Resources

Mgr, Development Support

Job Description

JOB INFORMATION

Job Code	OA02
Job Description Title	Mgr, Development Support
Pay Grade	UA07
Range Minimum	$62,820
33rd %	$73,290
Range Midpoint	$78,530
67th %	$83,760
Range Maximum	$94,230
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/15/2011

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Development Support

JOB SUMMARY

Oversee the daily operation of a complex development support function including developing policies, procedures, plans, and strategies to further the growth of development efforts.

RESPONSIBILITIES

- Designs, implements, and evaluates programs in support of development efforts while establishing and ensuring compliance with University policies, procedures, goals, and objectives.
- Improves prospect research techniques and data management to increase donor canvassing and participation in programs.
- Prepares budgetary recommendations and monitors expenditures of budgeted funds for functional areas.
- Establishes public relations techniques and strategies to ensure compliance with Auburn University policies, CASE guidelines and IRS/Accounting standards to increase Auburn University constituency.
- Plans, organizes and executes special projects.
- Prepares performance and status reports of budgets, programs, and projects.
- 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, Marketing, Communications, Public Relations, or related field	and	5 years of	Experience in fundraising, sales, and/or marketing	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundraising programs, marketing strategies, data gathering, and management techniques.

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:	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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.