AUBURN
Human Resources

Coord I, Development Programs

Job Description

JOB INFORMATION

Job Code	OA06A
Job Description Title	Coord I, Development Programs
Pay Grade	UA02
Range Minimum	$41,520
33rd %	$46,360
Range Midpoint	$48,790
67th %	$51,210
Range Maximum	$56,050
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/27/2010

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Development Support

JOB SUMMARY

Coordinates all aspects of Development related program(s), service(s), and/or fundraisers.

RESPONSIBILITIES

- Plans, develops or assists in the execution of programs/services/fundraisers.
- Coordinates, plans, and organizes events to include activities such as set-up, selecting speakers, and/or negotiating contractual obligations for resources and logistical considerations.
- Monitors and may develop programs/services budget and ensures programs/services are operating within specifications.
- Prepares itineraries and makes travel arrangements for those involved in related Development programs/services.
- Creates and maintains records of prospects, contacts, and constituents.
- Identifies, screens, and recommends individuals, corporations, and foundations which qualify as prospective donors to and/or volunteers.
- Provides information to staff, students, constituents concerning Auburn University Development issues and concerns through presentation, inquiry response, and/or memorandums/letters.
- May develop and oversee the marketing function for assigned development programs including (but not limited to) brochures, newsletters, web site and news releases.
- Receives and resolves inquiries and problems.
- Creates and maintains donor relations, solicitation and development.
- 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	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	0 years of	experience in public relations work and general office operations	

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 LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.