AUBURN
Human Resources

Coord I, Donor Events

Job Description

JOB INFORMATION

Job Code	OA13A
Job Description Title	Coord I, Donor Events
Pay Grade	UA01
Range Minimum	$38,620
33rd %	$43,130
Range Midpoint	$45,380
67th %	$47,630
Range Maximum	$52,140
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/1/2010

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Donor Relations

JOB SUMMARY

Coordinates and implements programs and processes that facilitate donor cultivation and recognition and ongoing and productive relationships with donors.

RESPONSIBILITIES

- Organizes special functions/cultivation events which may include, but are not limited to, campaign kick-off events, regional campaign events, Faculty/Staff campaigns, and special donor recognition events.
- Acts as liaison with the President's Office to coordinate effective use of the President's Suite and other events originating from the President's Office.
- Interacts with donors, prospects and internal constituents for the purpose of engaging them with Development programs and support.
- Plans/assists in organizing and coordinating meetings which may include, but are not limited to, AU Foundation Board meetings, Executive Steering Committee, and Campaign Committee meetings; provides administrative support for meetings as needed.
- Coordinates and assists colleges/schools with events and acts as liaison with representatives from colleges and schools in planning such events.
- Assists in the coordination of special programs to promote development activities of the University.
- Coordinates travel arrangements, accommodations and itineraries when necessary.
- Develops and maintains a positive relationship with volunteers and donors.
- Performs related administrative support work such as word-processing, answering phones, responding to inquiries, and processing vouchers.
- 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	Degree in Business Administration, Marketing, Communications, Public Relations, or related field.	and	0 years of	Experience in public relations work and general office operations.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	
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	
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					
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.