AUBURN
Human Resources

Mgr, Auburn Giving
Job Description

JOB INFORMATION

Job Code	OA22
Job Description Title	Mgr, Auburn Giving
Pay Grade	UA08
Range Minimum	$63,100
33rd %	$79,930
Range Midpoint	$88,340
67th %	$96,760
Range Maximum	$113,590
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	5/14/2026 10:15:49 AM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Engagement, Annual Giving, & Campaign

JOB SUMMARY

The Manager for Auburn Giving is responsible for leading and developing a team of Auburn Giving Officers who are responsible for qualifying and cultivating major gift prospects. This role drives the growth of Auburn Advancement's major gift pipeline through strategic oversight of discovery efforts, portfolio management, and cross-campus collaboration, while maintaining a select portfolio of high-potential prospects.

RESPONSIBILITIES

- Responsible for leading, coaching, and overseeing Auburn Giving Officers to achieve discovery, qualification, and pipeline development goals.
- Drives growth of the major gift pipeline by overseeing prospect qualification and ensuring strategic referrals to major gift officers.
- Maintains a personal portfolio of high-potential prospects, conducting discovery visits and advancing individuals toward major gift readiness.
- Analyzes team and portfolio performance to refine outreach strategies and improve donor engagement outcomes.
- Partners with Advancement colleagues to align qualification efforts with institutional fundraising priorities.
- Supports hiring, onboarding, and ongoing training to build a high-performing, collaborative team culture.
- Collaborates with Advancement Philanthropy and Development Officers to build effective relationships and alignment across the organization.

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	with no specific discipline.	and	4 years of	experience in sales, marketing, public relations, or related constituency engagement. Preferred that experience include at least one year of supervision.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundraising principles, donor qualification, and major gift pipeline development.	
Skill in leading, coaching, and developing a high-performing team.	
Ability to build strategic relationships with donors, prospects, and internal partners.	
Skill in analyzing data and portfolio performance to inform strategy and improve outcomes.	
Ability to manage multiple priorities with sound judgment, autonomy, and strong organizational skills.	

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			

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.