AUBURN
Human Resources

# Asst Dir, Development

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | OA24 |
| Job Description Title | Asst Dir, Development |
| Pay Grade | UA09 |
| Range Minimum | $72,570 |
| 33rd % | $91,920 |
| Range Midpoint | $101,600 |
| 67th % | $111,270 |
| Range Maximum | $130,620 |
| Exemption Status | Exempt |
| Approved Date: | 11/17/2025 4:09:22 PM |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | University Advancement |
| Job Function: | Major & Principal Gifts |

## JOB SUMMARY

The Assistant Director, Development supports the planning and execution of fundraising strategies within a unit or department. This role typically manages a small team of two or more development staff and works under the guidance of a Senior Director or higher-level leader. The Assistant Director contributes to donor cultivation, solicitation, and stewardship efforts while also assisting in campaign planning and team coordination.

## RESPONSIBILITIES

- Leads and supervises a small team of development professionals in a college or unit, providing day-to-day supervision, guidance, and support for gift solicitation. Tracks team progress toward fundraising goals and provides regular updates to senior leadership.
- Assists in the development and implementation of fundraising strategies aligned with unit goals and institutional priorities.
- Maintains a personal portfolio of prospects with a personal goal of $4 million, and participates in donor cultivation, solicitations, and stewardship of activities.
- Collaborates with development leadership to coordinate campaign initiatives and donor engagement strategies.
- Guides staff for the preparation of proposals, presentations, and marketing materials for fundraising efforts.
- Participates in the identification and resolution of operations or strategic challenges within the development unit.
- Represents the unit at donor events and university functions, requiring occasional travel and non-traditional hours.

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

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|---|---|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |

## 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 | 7 years of | Experience in fundraising, marketing, sales, or public relations. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Knowledge of Internal Revenue Service (IRS) gift regulations, fundraising techniques and strategies, and accounting and budgeting principles and practices. | |
| Ability to plan and implement fundraising programs and marketing strategies. | |

## 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

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|---|---|
| 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.