AUBURN
Human Resources

Campaign Specialist
Job Description

JOB INFORMATION

Job Code	OA32
Job Description Title	Campaign Specialist
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	1/13/2020

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Campaign Specialist is responsible for executing the day-to-day operational and administrative activities of the campaign.

RESPONSIBILITIES

- Provides operational and administrative management of the planning and execution of the day-today activities of the campaign office.
- Manages process to obtain and generate campaign reports. Assists with compiling and reporting campaign information by overseeing preparation of reports including but not limited to campaign goals, campaign progress, financial reports and charts of standards for all volunteer boards, campaign counsel and university community.
- Directs and manages planning for campaign-focused events with key volunteers, boards, prospects and donors, as well as development staff, university community and campaign counsel.
- Coordinates with constituencies to assign major donors and their current profiles to President and Mrs. Gogue for the President's Suite and provides support (travel arrangements for campaign events, detailed itineraries, etc.) for the President.
- Oversees monthly and annual budget expenditures.

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	Business Administration, Marketing, Communications, Public Relations or related field.	and	5 years of	Experience in campaign and/or fundraising operations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of campaign and fundraising strategies and operations.	

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.