AUBURN
Human Resources

# Dir, Office of Gifts & Records

Job Description

## JOB INFORMATION

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| Job Code | OA35 |
| Job Description Title | Dir, Office of Gifts & Records |
| 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: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 5/4/2020 |

## JOB FAMILY AND FUNCTION

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| Job Family: | University Advancement |
| Job Function: | Advancement Operations |

## JOB SUMMARY

Manages and leads a team responsible for the processing, maintenance, and management of gifts, pledges, payments and constituent information within the Office of Development.

## RESPONSIBILITIES

- Directs the daily operation of the Office of Gifts and Records staff, ensuring work reflects knowledge and judgment relative to methods, policies, procedures, and precedents. Manages a team that is responsible for recording and maintaining critical business records and financial transition data.
- Maintains and manages data acquisition, data integrity, and records management. Establishes ,enforces, and monitors business process controls designed to safeguard the integrity of financerelated data and protecting assets. Performs ongoing data and process audits.
- Determines staffing needs, designs jobs, writes and updates position descriptions, allocates staff and assigns duties accordingly, maintaining budget, organization structure and workload demands.
- Works closely with the gift accounting unit to ensure the correct recording of assets. Leads reconciliation of gift systems with Auburn University Foundation accounting systems, including overseeing year-end closing procedures. Supports Auburn University Foundation’s external auditors’ review of gifts and pledges by explaining procedures and providing donor documentation.
- Serves as a liaison to the Information Management Services department, internal staff, and campus for scheduled data feeds and interfaces.
- Establishes, coordinates, and communicates document policies and procedures that adhere to institutional and federal requirements.
- Trains development officers and support staff in accordance with proper procedures for submitting gifts and pledges.
- Serves as primary point of contact for units across campus that are implementing new solicitation strategies or designing new forms to ensure that transactions can be processed efficiently and accurately.

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 | Supervises others with full supervisory responsibility. |

## 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 | 8 years of | Experience in gift accounting and comprehensive database management, supervision of large department. | |

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| 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.* | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Knowledge of data maintenance best practices and procedures; gift accounting principles, knowledge of IRS, CASE procedures and guidelines relative to gifts, pledges, donor advised funds, and basic finance principles. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | Upon Hire | Required | |

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| 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:** |
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| Ability to see information in print and/or electronically. |