AUBURN
Human Resources

Asst Mgr, Office Gifts & Rec

Job Description

JOB INFORMATION

Job Code	OA36
Job Description Title	Asst Mgr, Office Gifts & Rec
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	7/11/2016

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Advancement Operations

JOB SUMMARY

Reporting to the Manager of Gifts and Records, the Assistant Manager will manage and lead a team responsible for the processing and maintenance of gifts, pledges, payments and constituent information within the Office of Development

RESPONSIBILITIES

- Oversees the coding process of gifts, pledge payments, matching gifts, and deferred contributions to Auburn University and Auburn University Foundation.
- Creates new allocations, ensuring appropriate Banner FOP's are used for maintenance of internal control over use of gifts in accordance to donor restrictions.
- Examines and ensures department work reflects technical knowledge and compliance with IRS, CASE, Auburn University and Auburn University Foundation guidelines and procedures.
- Produces composite reports related to gift entries for management review.
- Serves as contact for donors who have questions or concerns about gifts after processing. Makes adjustments to gift transactions in database that have been determined to be incorrect as initially recorded.
- Manages workflow for gift processing team to meet demands of fluctuating workloads and urgent requests crucial to timeliness required for gift receipting.
- Oversees the establishment and maintenance of matching gift accounts on behalf of Auburn University. Supervises the gift processors in confirming gifts of donors for purposes of matching gift requests on behalf of the AVP for Development Operations.

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	Degree in Business Administration, Marketing, Communications, Public Relations or related field.	and	6 years of	Experience in gift accounting and comprehensive database management.	

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

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.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

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.