AUBURN
Human Resources

Spec III, Stewardship
Job Description

JOB INFORMATION

Job Code	OA40
Job Description Title	Spec III, Stewardship
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:	8/10/2026 9:18:52 AM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Donor Relations

JOB SUMMARY

The Stewardship Specialist III serves as a subject matter expert in donor relations and stewardship, providing strategic leadership for programs designed to ensure donors are appropriately informed, recognized, and engaged. Develops and implements stewardship strategies related to gift agreements, reporting, donor recognition, engagement, and stewardship events. Provides consultation to Advancement leadership and university partners while ensuring Auburn University fulfills its fiduciary and stewardship responsibilities and advances best practices in donor relations.

RESPONSIBILITIES

- Provides strategic oversight of the gift agreement process for Auburn Advancement. Serves as the primary resource for development staff regarding donor intent, agreement structure, policy interpretation, and stewardship compliance. Guides complex agreement reviews and recommends solutions to unique or sensitive donor situations.
- Develops and directs university-wide stewardship reporting, donor recognition initiatives, and major donor engagement events. Ensures stewardship programs effectively communicate donor impact while meeting institutional standards and donor expectations.
- Designs and implements comprehensive donor relations and stewardship strategies that strengthen donor engagement, recognition, and long-term philanthropic relationships across multiple donor constituencies.
- Directs complex, multi-phase stewardship initiatives by establishing project priorities, allocating resources, monitoring outcomes, and ensuring alignment with organizational goals and strategic objectives.
- Leads vendor selection, contract management, and oversight of external partners supporting stewardship programs, reports, communications, and engagement initiatives.
- Serves as the primary Advancement representative and subject matter expert for university stakeholders, including the Endowment Investment Office, Development Accounting, University Scholarships, Financial Aid, Business Office, Office of the President, and Office of the Executive Vice President, regarding stewardship practices, gift agreements, fund compliance, and donor accountability.
- Develops and delivers training programs, guidance materials, and educational resources for development staff and campus partners to promote stewardship excellence, compliance, and consistency across Advancement operations.
- Evaluates stewardship operations, establishes best practices, and recommends strategic improvements to policies, procedures, reporting methodologies, and donor engagement programs. Monitors industry trends and emerging practices to enhance stewardship effectiveness.
- Oversees stewardship data integrity, reporting processes, and record management practices to ensure accuracy, consistency, and compliance with institutional and donor requirements.

RESPONSIBILITIES

- Provides leadership, guidance, and direction to staff, student employees, project teams, or cross-functional workgroups. May supervise employees and participate in performance management, training, and staff development activities.

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	with no specific discipline.	and	6 years of	experience in donor relations, data collection, reporting and analysis, or donor recognition programs. Experience in fundraising or gift solicitation in a higher education setting is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundraising programs, concepts, practices, and procedures of marketing and public relations.	
Desired: • Knowledge of fund utilization, FERPA regulations of IRS 526 and 1771. • Knowledge of higher education policies and procedures.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.			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					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.