AUBURN
Human Resources

Admstr, Development Programs

Job Description

JOB INFORMATION

Job Code	OA43
Job Description Title	Admstr, Development Programs
Pay Grade	UA05
Range Minimum	$50,770
33rd %	$59,230
Range Midpoint	$63,460
67th %	$67,690
Range Maximum	$76,150
Exemption Status	Exempt
Approved Date:	10/15/2025 2:19:34 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Manages all aspects of development-related programs, services, fundraisers, and/or events through oneself or others to support engagement with a college or school's stakeholders, which includes alumni, donors, students, faculty, and staff. Provides opportunity through programs to identify potential prospects. Participates in the soliciting of gifts and/or memberships through program activities.

RESPONSIBILITIES

- Provides the essential day-to-day management, planning, development, and implementation of programs, services, fundraisers, and/or events to support engagement and identification of potential prospects within a college or school. Ensures that goals and objectives are accomplished within the prescribed time frames and other parameters.
- Attends, assists, and participates in events and functions as necessary to promote programs. Engages with alumni, donors, students, faculty, and staff to increase engagement and awareness of programs.
- Recruits members/participants for programs. Creates and maintains a record of contacts and constituents. Builds relationships by developing and promoting interaction between parties.
- Participates and assists in the solicitation of gifts/memberships through person-to-person visits, group visits, and/or phone contacts. Identifies and recommends individuals, corporations, or groups that qualify as prospective donors and ensures information is forwarded to appropriate Development colleagues and contacts.
- Provides stewardship to include acknowledging and showing gratitude for donating/joining programs, either by letter, phone call, and/or participating in/attending events and functions for donors.
- Through oneself or others, completes daily operational duties for programs or events, including coordination and organization of activities, meetings, and events, as well as activities such as mailings, phone calls, emails, renewals, membership lists, membership dues, etc. Retrieves and sorts mail, checks, and gifts received for programs.
- Responsible for routine tasks associated with programs/services/events, including but not limited to internal or external promotional activities, preparing reports, presenting statistics and updates, etc.
- Manages and processes financial documentation such as vendor vouchers, travel expenses, and employee reimbursements accurately and according to University policies and procedures.
- Responsible for maintaining records relating to Development. Utilizes the services of the central Development in assisting Development Officers and staff to qualify prospects for programs. Maintains records, reports, and information on alumni, friends, corporations, foundations, and campus departments relating to programs.
- The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high levels of autonomy.

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	4 years of	experience in fundraising, marketing, sales, public relations, event coordination, or administrative support of these related functions.	Or
Master's Degree		and	2 years of	experience in fundraising, marketing, sales, public relations, event coordination, or administrative support of these related functions.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundamental concepts, practices, and procedures in the areas of fundraising, sales, marketing, recruiting, or public relations specifically relevant to the identification of potential prospects of gifts.	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.