AUBURN
Human Resources

Sr. Major Gifts Officer Athletics

Job Description

JOB INFORMATION

Job Code	OA44
Job Description Title	Sr. Major Gifts Officer Athletics
Pay Grade	UA11
Range Minimum	$94,290
33rd %	$121,000
Range Midpoint	$134,360
67th %	$147,720
Range Maximum	$174,430
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	12/15/2025 3:49:46 PM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Major & Principal Gifts

JOB SUMMARY

Under minimum supervision, the Sr. Major Gifts Officer-Athletics serves as a liaison between the Tigers Unlimited Foundation and University Development. This position is responsible for raising principal gifts ($1 million and greater) to enable the Athletics Department to fulfill its mission and implement its programs and initiatives. This position is also responsible for providing strategy, leadership, direction, coordination and management of all levels of giving.

RESPONSIBILITIES

- Collaborates with the Associate Athletics Director, Major Gifts and the Executive Director of Tigers Unlimited to design and implement fundraising strategies to meet the college's annual and long term needs. Identifies, cultivates and solicits major gift prospects for gifts of $1 million or more to the Division to reach individual and unit goals. Completes between 100-140significant face-to-face visits annually with focus on advancing prospects to close gifts. Presents proposals or make solicitations to secure private support to meet individual goals and goals of the athletics department. Effectively works with donors to facilitate gifts.
- Provides leadership and/or mentoring to the constituent unit. Creates and fosters an environment conducive to high performance and a cohesive team. Sets a positive example through actions. Monitors monthly gift and pledge totals; works with staff to strategize on solicitation and closing gifts. May coach employees to improve performance and provides effective guidance and feedback to employees. Creates a learning environment, involves others and delegates appropriately, while dealing effectively with others in a conflict situation. May conduct annual performance plans and evaluations with staff, as assigned.
- Plans and/or attends events as a representative of the constituency as necessary to provide cultivation for probable donors and stewardship of donors. Organizes function(s) including food and beverage, audio/visual, programming, etc., according to departmental procedures and within established guidelines when necessary.
- Provides stewardship to include acknowledging donors, showing gratitude and demonstrating impact, and participating/attending events and functions.
- Participates in Constituency, Central Development and Professional Development Meetings and Activities. Regularly attends Central Development Staff Meetings, Development Forums, monthly Team Meetings, and other meetings as directed by the Associate Athletics Director or Executive Director. Attends required special training provided or recommended by the Associate Athletics Director or Executive Director and/or Human Resources, and may include onsite or a regional or national conference as approved by department leadership.
- Updates and informs Director of Development and other staff of goal status, new plans and proposals, and ensures that a cooperative team effort is made to meet goals and objectives.

RESPONSIBILITIES

- May prepare budget with input provided by Director, reviews and approves financial records, vouchers and acquisitions.
- Develops reports, records, and programs, and analyzes information necessary to plan and complete projects and assignments.
- 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	No specific discipline.	and	7 years of	gift solicitation experience, development, fundraising, marketing, or portfolio management. A demonstrated record of successful major gift solicitations and experience designing and executing donor identification, cultivation, solicitation, and stewardship strategies.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of business acumen and office procedures; knowledge of advanced concepts, practices and procedures in the areas of fundraising, sales, marketing, recruiting, public relations, and must have the ability to adapt and respond appropriately to situations involving concurrent tasks.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.