AUBURN
Human Resources

Asst Dir, Donor Relations

Job Description

JOB INFORMATION

Job Code	OA49
Job Description Title	Asst Dir, Donor Relations
Pay Grade	UA08
Range Minimum	$63,100
33rd %	$79,930
Range Midpoint	$88,340
67th %	$96,760
Range Maximum	$113,590
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/30/2020

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Donor Relations

JOB SUMMARY

Reporting to the Director of Donor Relations, the Assistant Director of Donor Relations assist in providing strategic direction, oversight, and framework to enhance the donor relations and stewardship activities.

RESPONSIBILITIES

- Manages the university-wide donor gift agreement process used to establish endowed and annual funds, along with naming agreements. Serves on the Agreement Routing Committee, comprised of multiple university administrators and departments involved in overseeing donor-directed funds.
- Ensures internal compliance measures are met to protect the university and foundation in the agreements, while fulfilling donor intent. Advises others on policy, processes and procedures related to agreements; resolves policy related or procedural issues.
- Designs, implements, and evaluates the annual university-wide reporting processes for endowments, scholarships and other donor-directed funds with the Stewardship Specialist.
- Affirms Office of Development standards are met in all reporting deliverables. Stays atop industry best practice to guide and develop new initiatives in reporting to donors. Manages key relationships with university personnel as needed to secure report components in a timely manner.
- In partnership with the Stewardship Specialist, proactively participates in university-wide fund management process to ensure funds are used per donor intent and in order to ensure that Auburn fulfils its fiduciary responsibilities to donors. Collaborates with key university administrators and colleagues to document and analyze the use or non-use of funds, determines if communication with or action from donor is required and takes appropriate steps. Serves as member of the Financial Stewards Group and provides training and updates to group as needed.
- Collaborates with Donor Relations staff to conceptualize and coordinate an integrated and comprehensive donor relations and stewardship program that appropriately and consistently promotes interaction and connection with and recognition of donors at all levels. This may include the coordination of event ticket usage to cultivate and steward donors.
- Provides supervision and manages the staff that facilitates the daily submission, revision and approval of agreements and the staff involved in reporting.
- Assists as needed with donor society membership, induction, and stewardship events, in conjunction with the central development special events team.
- Contributes to regular brainstorming on innovative, unique, personalized stewardship, communications, and engagement opportunities.

RESPONSIBILITIES

- 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	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 Management, Business, Communications, Marketing, or related field.	and	6 years of	Experience in building rapport and establishing cooperative working relationships with donors, colleagues and external partners. Experience in working directly with donors of all levels, board members, alumni, and other VIPs. At least one year of experience supervising full time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of all aspects of fundraising, donor relations, and stewardship concepts, principles, procedures, and techniques.	
Knowledge of business and formal etiquette when communicating and interacting with all levels of donors.	

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.