AUBURN
Human Resources

Estate Administrator

Job Description

JOB INFORMATION

Job Code	OA53
Job Description Title	Estate Administrator
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	3/11/2021

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Senior Director of Gift Planning, the Estate Administrator works with executors of estates or trustees of trusts, or any other third party representatives holding assets, to manage and collect the assets due to the Auburn University Foundation and/or Auburn University. Works with highly technical estate planning professionals (attorneys, accountants, financial advisors, executors, and insurance professionals), inside and outside of the University, to ensure that inter vivos and testamentary gifts given the to university and foundation are fulfilled according to the intent of the donor. Additionally, the Estate Administrator manages charitable gift annuity state registration in coordination with the Insurance Commissioner of each state, manages income distribution and taxation issues for trusts held by the Foundation, and coordinates estate litigation with either the general counsel of the university or the foundation legal counsel.

RESPONSIBILITIES

- Administers the estate administration program for the Office of Gift Planning to ensure that the Auburn University Foundation, Auburn University, and other connected entities optimizing the donor's assets and interest with the needed outcomes of the University.
- Works with legal, financial, and accounting professionals to secure funds promised to the foundation through a donor's will, trust, retirement account, real estate, or other type of estate gift.
- Evaluates the legal documents and communicates with the legal representative of the estate to outline expectations.
- Conducts estate accounting audits for compliance to legal documents and excessive charges and fees. Researches title and ownership of properties and compiles tax documents and other public records to surmise a valuation of property. Utilizes industry standard software (PG Calc) to calculate and manage tax deduction values, present values for complicated gift annuities and charitable trusts, and life expectancies. Advises foundation general counsel and university general counsel of estate and probate cases that are problematic and that may lead to formal litigation. Collaborates with Development Accounting to ensure audit compliance.
- Maintains compliance with charitable gift annuity state registration through each state’s insurance rules and regulations for the issuance of gift annuities by reviewing legal standards, evaluating existing practices for compliance, and recommending changes to departmental supervisor.
- Creates gift annuity contracts for development officers, calculates tax deductions/present value related to deferred gifts, and life expectancy calculations for tracking data points related to planned gifts. Reviews and manages third party tax filings for charitable remainder trusts and reviews tax statements for charitable gift annuities, in coordination with AU endowment-investment analysts. Ensures efficient and timely transfer of funds for newly created trusteed gift plans. Evaluates strengths and weaknesses within trusteed assets portfolio.

RESPONSIBILITIES

- Records planned gift and estate administration activities in the Foundation-approved donor management system. Develops & generates regular and special request reports for the department, and engages in other activities as needed to ensure quality control of planned giving data reported in other systems. Utilize the donor management system to identify new prospects for the planned giving officers. Analyzes trends in planned giving related data and reports.
- Advertises, interviews, hires, trains, and supervises student workers/interns to produce efficient administrative support from student workers. Coordinates training for the department's new employees and TES workers. Educates Development employees about standard estate collection activities via creation and implementation of a best practices guide for estate administration.
- Preparation of budget reconciliations and reports for departmental personnel using Banner and self service tools. Creates annual budget planning documents based on past expenses and future planned projects, subject to approval by Senior Director of Gift Planning. Coordinates review of legal expenses and reports Recommends cost saving opportunities and informs Senior Director of potential compliance issues with AU or Foundation policy.

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	Degree in Financial and Estate Planning, or Accounting. Juris Doctorate desired.	and	5 years of	Experience in prior planned giving, estate administration and/or planning, and/or probate related responsibilities within a law firm, probate office, trust department, or accounting firm working in the estate administration area.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of probate process, estate and gift planning, income tax, estate tax, gift tax, trust accounting and administration, non-profit accounting, and legal implications of various actions.	
Understand principles of legal, accounting, financial planning and investments, and insurance rules and regulations.	
Knowledge of estate planning, probate process, probated and non-probated assets, inheritance language, normal and customary fee structures, chain of ownership, ability to utilize and navigate county GIS, tax records, and deeds.	
Ability to decipher legal language in estate planning documents such as wills, trusts, and other deferred gift instruments.	
Understanding of the tax code and how it relates to income, estate and gift taxes is required.	
Understanding of accounting and accounting principles related to charitable estate gifts and planned gifts is essential as this position plays a critical role in ensuring audit compliance.	
Ability to analyze complex income, estate, and gift tax (IRS) rules and regulations, in addition to legal and analysis skills to navigate a complex web of requirements for accounting, collecting and possibly litigating estate issues.	
Strong verbal and written communication skills and the ability to adapt to communicating with a high level CEO or legal advisor to having to communicate with an elderly donor who has vision and hearing limitations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Financial Planner-CFP Board	Professional financial planning certification (i.e., CFP)	Upon Hire	Desired	Or
Certified Public Accountant (CPA)	Professional certification as an accountant (i.e., CPA)	Upon Hire	Desired	

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.