AUBURN
Human Resources

Spec, Advancement Solicitation

Job Description

JOB INFORMATION

Job Code	OA59
Job Description Title	Spec, Advancement Solicitation
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:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/28/2023

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Advancement Operations

JOB SUMMARY

The Advancement Solicitations Specialist is responsible for coordinating, developing, and implementing strategic solicitation activities across the University. Executes a steady stream of fundraising outreach by serving as the point of contact for campus partners, consulting on social media strategy, building online giving forms, collaborating on stewardship and event plans and newsletters. Prioritizes project requests and includes relevant departments in an efficient manner.

RESPONSIBILITIES

- Coordinates and executes multi-channel fundraising efforts and gift acquisition to secure donations for campus programs and academic units.
- Collaborates with others to generate major gift leads through solicitation activities. Coordinates efforts for development officers for major gifts to include calling donors to renew memberships or schedules meetings with Development Officers.
- Collaborates with internal and external stakeholders to executes the strategic fundraising plan, utilizing technology and software solutions to optimize fundraising efforts. Builds relationships and collaborates with other colleges across campus on various projects and events.
- May provide fundraising training programs for campus groups and partners, as needed, based on best practices.
- Educates and consults with campus partners regarding solicitation opportunities and effective practices in donor development.
- Responsible for generating reports that offer valuable insights into critical data points, conducting data analysis, and making recommendations to support the development of strategies and streamline decision-making processes. Provides and analyzes reports for Development Officers to ensure they have the most accurate information for making informed decisions. Conducting regular checks to verify the accuracy of data reporting.
- Administers and assists with special projects and programs for Advancement innovation, ensuring their implementation and operation within specifications.
- Communicates and collaborates information across specific units in Advancement, and may require collaboration with the marketing function for assigned development programs. Facilitates effective internal communications to ensure efficient and accurate conveyance of information within the organization.

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	5 years of	Experience in higher education and/or Advancement environment to include fundraising, donor relationship management, development, or sales.	

Substitutions Allowed for Education	Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundraising principles, best practices, and strategies for donor cultivation and stewardship.	
Ability to communicate effectively, both orally and written, demonstrated ability to work independently as well as part of a team, must be organized and demonstrate the ability to work under pressure, ability to maintain sensitive and confidential information.	
Knowledge of fundraising ethics, compliance, and regulations, including familiarity with IRS guidelines for charitable giving.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.