AUBURN
Human Resources

Tiger Giving Officer
Job Description

JOB INFORMATION

Job Code	OA63
Job Description Title	Tiger Giving Officer
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	4/24/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Tiger Giving Officer conducts strategic outreach and connects individual alumni with Auburn University to increase alumni philanthropic giving, all through phone calls and virtual means. Collaborates across all areas of Auburn Advancement and Auburn University, while generating personal connection and individual-level understanding to increase affinity and investment. Assesses patterns across portfolio interactions to refine outreach, cultivation, solicitation, and stewardship strategies that will increase and enhance engagement and fundraising outcomes. The Tiger Giving Officer develops portfolio management plans, personalized messaging, and individualized giving plans, and collaborates with aligned teams to drive, affinity and investment in Auburn. Responsible for expanding the pipeline of mid-level giving while deepening engagement and connection with a portfolio of alumni- thereby moving prospects towards invested ownership, to fuel the purpose of Auburn University.

RESPONSIBILITIES

- Actively engages virtually, through means such as phone calls and online communication, with a portfolio of alumni, with well-defined weekly, monthly, and annual goals of cultivating and soliciting gifts in the range of $1,000 - $10,000.
- Connects virtually and proactively builds relationships with alumni to assess their philanthropic interests and connects them with areas of Auburn University that align with their interests, thereby heightening impactful alumni giving.
- Utilizes technology, social media platforms, and video conferencing software tools to build rapport, steward, and solicit donors in an alumni-centric, targeted, high-velocity manner.
- Executes monthly and quarterly touchpoint cadences across portfolio to maintain consistent and meaningful communication with donors in their portfolio.
- Creates personalized stewardship plans for alumni and donors, deepening engagement with Auburn. Awareness of engagement and philanthropic opportunities across the University (regional alumni events, on-campus events, mentorship, and volunteer opportunities, crowdfunding campaigns, fundraising priorities) to inform conversations and solicitations.
- Proactively monitors engagement to identify and launch initiatives that drive donations and deepen the engagement experience.
- Creates collaborative relationships with development and engagement colleagues across the University.
- The nature of this role is highly externally focused, requiring frequent 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	0 years of	Experience in fundraising, marketing, sales, public relations, or related constituency engagement experience. Experience in a higher education environment is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to personalize solicitations, daily use of video, phone, and email, and use of multiple databases and virtual communication technology is critical to success in this role.	
Superior interpersonal and teamwork skills; excellent written and oral communication skills; well-developed organizational skills; computer and online application skills; strong customer service orientation; ability to assume responsibility, take initiative, and work independently and in teams; Demonstrated ability to build relationships with different contingencies including faculty, students, managers, employers.	

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				
Reaching			X			
Talking					X	
Hearing					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.