AUBURN
Human Resources

Spec I, Development Support

Job Description

JOB INFORMATION

Job Code	OA78
Job Description Title	Spec I, Development Support
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:	11/17/2025 4:10:55 PM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Development Support

JOB SUMMARY

Coordinates projects and administrative functions that support fundraising and donor engagement programs for a development unit. Manages timelines, tracks deliverables, and ensures smooth execution of assigned projects, with a focus on efficiency and compliance.

RESPONSIBILITIES

- Coordinates assigned projects (e.g., annual giving society mailings, donor stewardship events, recognition programs) from planning through completion, ensuring deadlines and quality standards are met.
- Tracks project timelines, maintains task lists, and monitors progress for assigned initiatives.
- Assists in preparing budgets for projects and events; processes related transactions and tracks expenditures.
- Coordinates travel arrangements and reimbursement processing for development activities.
- Compiles and organizes data to support project planning and donor engagement strategies; prepares standard reports for review.
- Maintains accurate project documentation and updates CRM records as needed.
- Supports event logistics, including vendor coordination, materials preparation, and on-site assistance.
- Ensures compliance with university policies in all project and administrative activities.

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	with no specific discipline.	and	2 years of	experience in budget services, fundraising, sales, or marketing.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundraising programs and strategies, fiscal management and budget planning, and office operations management	

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.