AUBURN
Human Resources

Spec II, Development Support

Job Description

JOB INFORMATION

Job Code	OA79
Job Description Title	Spec II, Development Support
Pay Grade	UA06
Range Minimum	$55,840
33rd %	$65,150
Range Midpoint	$69,800
67th %	$74,460
Range Maximum	$83,760
Exemption Status	Exempt
Approved Date:	11/17/2025 4:11:06 PM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Development Support

JOB SUMMARY

Manages multiple fundraising and donor engagement projects from inception to completion for a development unit. Oversees project timelines, budgets, and deliverables, ensuring alignment with unit priorities and fundraising goals. Serves as a liaison between internal teams, leadership, and external partners to ensure successful execution.

RESPONSIBILITIES

- Leads assigned development projects (e.g., managing an annual giving society, stewardship program, donor recognition event series) from concept through completion.
- Develops detailed project plans, manages timelines, assigns tasks, and ensures deliverables are met.
- Prepares and manages project budgets; reconciles expenses, generates budget status reports, and trains staff on budget-related procedures as needed.
- Coordinates with vendors, consultants, and campus partners to ensure timely and accurate delivery of project components.
- Analyzes project data and donor engagement metrics to inform future strategies.
- Oversees CRM updates, campaign tracking, and reporting for assigned initiatives.
- Manages event logistics for high-visibility donor functions, including venue coordination, program content, and donor experience planning.
- Identifies opportunities for process improvement and makes recommendations to enhance efficiency in project execution.

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	4 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.