AUBURN
Human Resources

# Spec III, Development Support

Job Description

## JOB INFORMATION

| | |
|---|---|
| Job Code | OA80 |
| Job Description Title | Spec III, Development Support |
| 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: | 11/17/2025 4:11:18 PM |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | University Advancement |
| Job Function: | Development Support |

## JOB SUMMARY

Provides strategic leadership for complex fundraising and donor engagement projects across a development unit. Oversees high-profile programs and/or projects such as annual giving societies, multi-event donor campaigns, and stewardship initiatives. Partners with leadership to align project strategies with campaign priorities, manages budgets, and mentors other staff on project management best practices.

## RESPONSIBILITIES

- Leads strategic planning, execution, and evaluation of high-impact development programs (e.g., managing the operations and engagement strategy for an annual giving society with multiple donor tiers and recognition events).
- Develops and oversees multi-phase project timelines; allocates resources, sets milestones, and ensures deliverables meet quality and strategic objectives.
- Manages large, complex budgets for multiple initiatives; leads financial planning discussions with leadership and ensures compliance with fiscal policies.
- Directs vendor selection, contract negotiation, and oversight for outsourced project components.
- Oversees data analysis to measure project success, donor retention, and giving trends; presents findings to leadership and recommends strategic adjustments.
- Collaborates with senior leaders to integrate project outcomes into broader campaign strategies.
- Designs and implements process improvements for project workflows, reporting systems, and donor engagement tracking.
- Mentors and trains junior specialists on project management tools, methods, and best practices.
- Serves as the primary liaison for cross-departmental project initiatives, representing the unit in university-wide planning efforts.

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

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|---|---|
| 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 | 6 years of | experience in budget services, fundraising, sales, or marketing. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| 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 | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically. |