AUBURN
Human Resources

Spec I, Stewardship

Job Description

JOB INFORMATION

Job Code	OA90
Job Description Title	Spec I, Stewardship
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:	8/10/2026 9:18:06 AM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Donor Relations

JOB SUMMARY

The Stewardship Specialist I supports the implementation and administration of donor relations and stewardship activities designed to ensure donors are appropriately informed, recognized, and engaged. Assists with stewardship efforts related to events, gift agreements, donor recognition, engagement initiatives, and reporting on the use and impact of annual and endowed funds. Contributes to Auburn University's efforts to cultivate donor loyalty and fulfill fiduciary and stewardship responsibilities through the execution of assigned projects, processes, and services.

RESPONSIBILITIES

- Coordinates activities associated with the gift agreement routing process for Auburn Advancement. Assists development staff in preparing agreements that accurately reflect donor intent while adhering to Auburn University policies and procedures. Facilitates agreement review and signature routing processes.
- Supports the development and distribution of stewardship reports and donor-focused events. Compiles, reviews, and organizes information from multiple sources to assist in producing impact reports that demonstrate accountability and stewardship of donor-supported funds.
- Assists with donor relations activities that support donor engagement, recognition, and stewardship efforts. Contributes to initiatives designed to strengthen donor relationships and demonstrate appreciation to individuals, corporations, foundations, and other constituent groups.
- Compiles, analyzes, and organizes data to support stewardship projects, donor engagement activities, and recognition initiatives.
- Maintains project schedules, task lists, and tracking systems to support timely completion of assigned stewardship activities and deliverables.
- Collaborates with internal partners, including the Endowment Investment Office, Development Accounting, University Scholarships, Financial Aid, Business Office, Office of the President, and Office of the Executive Vice President, to obtain information needed for stewardship reporting, fund compliance, and donor-related projects.
- Participates in training and educational initiatives related to gift agreements, stewardship practices, donor recognition, spending guidelines, and compliance requirements. Assists with the annual review of stewardship processes and documentation.
- Supports stewardship planning efforts by gathering, reviewing, and organizing information used to inform engagement and recognition strategies. Applies established best practices and standards in stewardship activities and donor communications.
- Maintains stewardship-related records and requirements within the constituent relationship management database and other designated systems to ensure accuracy and completeness.

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	No supervisory responsibilities.

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 donor relations, data collection, reporting and analysis, or donor recognition programs. Experience in fundraising or gift solicitation in a higher education setting is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundraising programs, concepts, practices, and procedures of marketing and public relations.	
Desired: • Knowledge of fund utilization, FERPA regulations of IRS 526 and 1771. • Knowledge of higher education policies and procedures.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.			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	
Repetitive Motions					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.