AUBURN
Human Resources

Spec II, Stewardship
Job Description

JOB INFORMATION

Job Code	OA91
Job Description Title	Spec II, Stewardship
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:	8/10/2026 9:18:22 AM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Donor Relations

JOB SUMMARY

The Stewardship Specialist II administers donor relations and stewardship programs designed to ensure donors are appropriately informed, recognized, and engaged. Leads complex stewardship initiatives related to gift agreements, reporting, donor recognition, engagement activities, and stewardship events. Serves as a key resource to development staff and university partners while supporting Auburn University's efforts to cultivate donor loyalty and fulfill fiduciary and stewardship responsibilities to donors.

RESPONSIBILITIES

- Leads the daily operation of the gift agreement routing process for Auburn Advancement. Advises development staff to ensure agreements accurately reflect donor intent while complying with Auburn University policies and procedures. Facilitates agreement review, approval, and signature routing processes.
- Leads the implementation of comprehensive stewardship reports, donor recognition initiatives, and donor-focused events. Produces centralized impact reports that demonstrate accountability and stewardship of donor-supported funds through the aggregation of complex, sensitive, and confidential information from multiple sources.
- Implements integrated donor relations and stewardship activities designed to cultivate donor loyalty through recognition, engagement, and stewardship programs. Demonstrates accountability, responsiveness, and appreciation to donors across multiple constituent groups, including individuals, corporations, foundations, alumni, parents, and friends.
- Develops project plans, manages timelines, assigns responsibilities, and monitors project execution to ensure stewardship initiatives and deliverables are completed effectively and on schedule.
- Coordinates with vendors, consultants, campus units, and other stakeholders to ensure accurate and timely completion of stewardship projects, events, reports, and engagement activities.
- Serves as a liaison between Advancement and university 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, regarding gift agreements, stewardship reporting, fund audits, and compliance matters.
- Conducts training and educational sessions for development staff and partners regarding gift agreements, donor recognition, stewardship practices, spending guidelines, and risk management considerations. Contributes to the ongoing evaluation of stewardship processes and supporting documentation.
- Reviews and analyzes data to support stewardship planning, donor engagement efforts, and recognition strategies. Identifies and implements process improvements and best practices to ensure stewardship activities align with donor expectations and industry standards.
- Oversees the accuracy and completeness of stewardship requirements and donor-related records maintained within the constituent relationship management database and other designated systems.

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 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	

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.