
Auburn University Job Description

Job Title: **Sr Assoc AD, Development**

Job Family: No Family

Job Code: **BA39**

Grade UA12 \$97,500 - \$185,300

FLSA status: Exempt

Job Summary

Directs and has primary responsibility for fundraising for Tigers Unlimited, the fundraising arm of the Auburn Athletics Department.

Essential Functions

1. Directs operations for all fundraising activities for Tigers Unlimited in support of Auburn Athletics Department.
2. Develops, monitors, and oversees the budget for fundraising operations.
3. Identifies, cultivates, and solicits donors for Tigers Unlimited.
4. Develops strategic plan for development officers by establishing monthly goals for donor visits, solicitations, and proposals.
5. Develops, manages, and assigns prospect lists to development officers for Auburn University Athletics Capital campaign solicitations
6. Oversees the Tigers Unlimited Advisory Council and campaign committees.
7. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business, Marketing, Communications, Public Relations, or related field
Experience (yrs.)	7	Experience in working in intercollegiate athletics or higher education advancement.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of National Collegiate Athletic Association (NCAA) regulations related to fund raising.
Knowledge of marketing and promotional practices and budget planning and donor record systems.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, talking, hearing, .

Job occasionally requires sitting, reaching, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/7/2022
