



**JOB INFORMATION**

Job Code	BA39
Job Description Title	Sr Assoc AD, Development
Pay Grade	UA12
Range Minimum	\$105,060
33rd %	\$136,570
Range Midpoint	\$152,330
67th %	\$168,090
Range Maximum	\$199,610
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/7/2022

**JOB FAMILY AND FUNCTION**

Job Family:	University Advancement
Job Function:	

**JOB SUMMARY**

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

**RESPONSIBILITIES**

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

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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**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 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	Degree in Business, Marketing, Communications, Public Relations, or related field	And	7 years of	Experience in working in intercollegiate athletics or higher education advancement.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None 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			
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.