



**JOB INFORMATION**

Job Code	BA39
Job Description Title	Sr Assoc AD, Development
Pay Grade	UA13
Range Minimum	\$120,020
33rd %	\$156,030
Range Midpoint	\$174,030
67th %	\$192,040
Range Maximum	\$228,040
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	6/10/2025 9:47:20 AM

**JOB FAMILY AND FUNCTION**

Job Family:	University Advancement
Job Function:	Advancement Operations

**JOB SUMMARY**

Plans, directs, and leads all fundraising activities for Tigers Unlimited, the fundraising arm of the Auburn Athletics Department. Ensures compliance and fosters a productive and positive environment.

**RESPONSIBILITIES**

- Directs operations for all fundraising activities for Tigers Unlimited in support of the 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.
- Serves as an essential member of the Athletics Director's leadership team.
- Collaborates in the planning and designing of capital projects with an emphasis on maximizing revenue through premium seating.
- Identifies existing opportunities to create or enhance premium seating options in all venues.
- Apprise donors of pending legal actions affecting college athletics and the resulting impacts on their contributions.
- Creates new and enhances existing revenue streams in collaboration with the Deputy AD/External Affairs.
- Provides leadership, coaching, and performance management for development staff, including conducting annual performance evaluations, promoting professional growth, and maintaining a high-performing, collaborative team environment.
- Fosters a learning environment by involving others, delegating appropriately, and addressing conflict situations constructively.
- Complies with all applicable House v. NCAA settlement restrictions and resulting regulations.
- Complies with all applicable National Collegiate Athletics Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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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	10 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 fundraising.	
Knowledge of marketing and promotional practices and budget planning, and donor record systems.	
Knowledge of House v. NCAA settlement and resulting regulations.	
Knowledge of wills, trusts, and estate plans; corporate governance laws; and federal and state charitable giving laws.	

## 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			

## 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.