
Auburn University Job Description

Job Title: **Asst AD, Annual Giving (Ath)**

Job Family: No Family

Job Code: **BA55**

Grade AT08 \$55,800 - \$100,400

FLSA status: Exempt

Job Summary

Directs and oversees all aspects of ticket priority sports including baseball, men's basketball and football. Handles all renewals and contracts for premium seating inside Jordan-Hare Stadium and Auburn Arena. Directs and oversees the daily operations of all annual giving programs. Oversees the implementation of strategic customer service and stewardship efforts.

Essential Functions

1. Oversees the daily operations of the ticket priority programs for all assigned sports (men's basketball, baseball and football) to include sales, renewals, stewardship and allocation of seating. Includes renewal contracts for Jordan-Hare Stadium Executive Suites and Auburn Arena Suites.
2. Provides communication and customer service to all donors in order to answer questions or resolved problems in relation to ticket priority, seating assignments and other related issues
3. Oversees the allocation and issuance of seats and parking passes for football, men's basketball and baseball.
4. Develops marketing, sales and communication plans regarding Tigers Unlimited premium seating, ticket priority program and annual giving clubs.
5. Serves as the Tigers Unlimited liaison with the Auburn Athletic Ticket Office
6. Coordinates the preparation of the general and administrative budget as well as the ticket priority program budget and reviews and approves the financial documents ensuring that all payments to vendors and employees are made in a timely manner.
7. Coordinates with all constituents in regards to common database system used to determine customer eligibility, recording and distributing order information and managing sales information.
8. Oversees the daily operations of the car dealer program.
9. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

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.

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 Public Relations, Business Administration, Marketing, Communications, Management, Sports Administration, or related field
Experience (yrs.)	5	Experience in fundraising, marketing, sales, and/or public relations

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 marketing strategies, fundraising programs, data gathering, and management techniques.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 7/30/2019
