
Auburn University Job Description

Job Title: **Asst AD, Donor Services**

Job Family: No Family

Job Code: **BA73**

Grade UA08: \$56,300 - \$101,300

FLSA status: Exempt

Job Summary

Reporting to the Associate Athletics Director (AD) of Donor Services, the Assistant Athletics Director (AD) of Donor Services directs and manages the stewardship efforts of Tigers Unlimited and provides high level support to Tigers Unlimited, Tigers Unlimited Foundation Board, and the Athletics Department.

Essential Functions

1. Manages the daily operations of Tigers Unlimited Foundation's premium operations for men's basketball, football, equestrian, baseball and gymnastics including communication and selection of all vendors on catering, set-up, cleaning, customer service, food quality and facility cleanliness, as well as surveys post season.
2. Manages and oversees the logistics for all Tigers Unlimited donor stewardship events including dedications, receptions, away games, and bowl game events including invitations, RSVP lists, event design, catering, program and script writing, event execution and survey follow-up.
3. Oversees marketing, hiring, onboarding, training, and supervising staff for all premium venues including Tigers Unlimited Ambassadors, Graduate Assistants and Athletic Director's Club Volunteer group.
4. Serves as the main point of contact for all premium gameday staff including specific and relevant gameday information, scheduling and payroll.
5. Develops and coordinates the stewardship activity plan for Tigers Unlimited Staff, Athletics Director, and head coaches. Coordinates donor events and activities with other departments.
6. Manages and coordinates all acknowledgement efforts from Athletic coaches and administrators to Donors; keeps donors up-to-date on specific allocation requests for contributions.
7. Under advisement and direction of the Associate Athletics Director of Donor Services, coordinates the preparation of the donor services budgets and reviews and approves the financial documents for processing ensuring all payments to vendors and employees are made in a timely manner.
8. Manages Tigers Unlimited vendor payments for premium vendors insuring they are processed in a timely manor through the Auburn University Payment System. Assists with managing the Tigers Unlimited purchasing card system and oversees the cards checked out for approved purchases from Tigers Unlimited budgets.
9. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
10. Performs other related duties as assigned.
11. The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.

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. Qualifications and

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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, Communications, Marketing, Management, Sports Administration, or related field.
Experience (yrs.)	6	Experience in event planning, public relations, coordinating marketing communications programs, development experience and/or sports administration. Experience managing a board of directors or other high level executive support. At least one (1) years of supervising and managing full time employees.

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 Southeastern Conference (SEC) and National Collegiate Athletic Association (NCAA) rules and regulations, audit procedures, accounting principles, and adequate computer skills, Auburn University's policies and procedures. Event planning and time management skills to plan and execute numerous events for both large and small scales. Knowledge of basic accounting principles, communication principles and event coordination. Knowledge of donor relations or event operations. Ability to communicate effectively, maintain complex scheduling and calendars, strong interpersonal and organizational skills. Ability to be a team player in a collaborative, fast-paced environment.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, .

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

Date: 2/23/2023
