
Auburn University Job Description

Job Title: **Dir, Ath Donor Services**

Job Family: No Family

Job Code: **BA88**

Grade UA06 \$46,100 - \$78,400

FLSA status: Exempt

Job Summary

Reporting to the Assistant Athletic Director, Donor Services, the Director, Athletic Donor Services manages the daily operations of Tigers Unlimited premium operations and special events for football, men's basketball, and equestrian.

Essential Functions

1. Manages all aspects of the Tigers Unlimited premium spaces at Jordan-Hare Stadium including Executive Suites, Broadway Club, Tiger Walk Club, Beckwith Club, Nelson Club, North and South Club, and all Scholarship Satellite Stands.
2. Manages all aspects of Tigers Unlimited premium spaces at Auburn Arena for Men's Basketball including Joey Pierson Courtside Lounge and Scholarship Terrace. Prepares and works with all vendors for Men's Basketball premium operations as the main contact. Oversees operations on game days and works with vendors on menus, budgets, and game day details.
3. Manages all aspects of Tigers Unlimited premium spaces at Auburn Equestrian Facility to include the Heritage Club.
4. Plans and executes all aspects of catering, rentals, cleaning services, employees and volunteers, and all other game day operations for premium spaces. Creates and distributes all correspondence with premium seat holders to include newsletters, invitations, surveys, menus, payment reminders, contracts, and changes in game day operations.
5. Collaborates with Facilities team to design upgrades to premium spaces.
6. Collaborates with team on football and tailgate suite renewals prior to each season.
7. Plans and executes donor events for Tigers Unlimited and Auburn Athletics to include Donor Weekend, A-Day, away, bowl, and championship events, receptions, and other events on and off-campus.
8. Oversees the hiring, training, and supervising of over 100 staff for all premium venues including Executive Suite Ambassadors and Athletic Director's Club. Responsible for advertising, scheduling interviews, onboarding with Human Resources, and managing communications with all groups for game day.
9. Oversees the men's basketball scholarship amenities budget and the arena suites amenities budget, and assists with other Tigers Unlimited budgets to include Donor Services, Suite Amenities, and FB Scholarship Amenities.
10. Assists the Development Officers with daily tasks to include travel reimbursements, travel arrangements, donor research, reports, planning events, ordering promotional items, processing of pledges, and other tasks requested. Assists the Development Officers with all aspects of WINGS Peer Mentors program.
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

May supervise employees but supervision is not the main focus of the job.

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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	No Specific Discipline. Degree in Public Relations, Business, Communications, Journalism, Marketing, Sports Management, or related field desired.
Experience (yrs.)	6	Experience in event planning, public relations, coordinating marketing communications programs, development, and/or sports administration. Experience managing a board of directors or other high level executive support.

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

Proficient in Advance (donor database management software), Paciloan, and Salesforce. Extensive understanding of the integrity of Athletic ticket priority programs in include all allocations of suites, seats, and parking passes. Knowledge of human resources to include hiring, training, and managing over 100 staff members on game days. Event planning and time management skills to plan and execute numerous events at one time both large and small scale. Strong writing and editing skills for developing letters, preparing all board meeting material, and all communication to premium ticket holders regarding game day operations. Knowledge of logistics and game day operations to ensure all catering needs are met.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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, sitting, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

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Date: 7/28/2021

