



JOB INFORMATION

Job Code	BA88
Job Description Title	Dir, Ath Donor Services
Pay Grade	UA06
Range Minimum	\$49,680
33rd %	\$61,270
Range Midpoint	\$67,070
67th %	\$72,860
Range Maximum	\$84,450
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/28/2021

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	

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.

RESPONSIBILITIES

- 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.
- 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.
- Manages all aspects of Tigers Unlimited premium spaces at Auburn Equestrian Facility to include the Heritage Club.
- 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.
- Collaborates with Facilities team to design upgrades to premium spaces.
- Collaborates with team on football and tailgate suite renewals prior to each season.
- 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.
- 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.
- 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.
- 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.

RESPONSIBILITIES

- 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 RESPONSIBILITIES

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

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	No Specific Discipline. Degree in Public Relations, Business, Communications, Journalism, Marketing, Sports Management, or related field desired.	And	6 years of	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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.

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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.