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## Auburn University Job Description

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

Job Family: No Family

Job Code: **BA98**

Grade UA10: \$74,400 - \$133,900

FLSA status: Exempt

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### Job Summary

Reporting to the Deputy Athletics Director of Tigers Unlimited Foundation (TUF), the Associate Athletics Director (AD) of Donor Services is responsible for providing direction and oversight for best practices in donor services. Oversees, plans, and implements the engagement and donor relations functions to include fostering collaborative partnerships and leads the impact and success of donor engagement and relations activities. Oversees a team to manage premium spaces, events, and experiences for Athletics and ensures engagement for Athletics' donors and key stakeholders.

### Essential Functions

1. Oversees a team to manage premium spacing, events, and experiences for Athletics and ensures engagement for Athletics' donors and key stakeholders. Responsible for premium spaces to include input and serves as a liaison for capital project design, event management, and premium spacing. Supervises the administrative functions of the Tigers Unlimited office to include supervising of full time employees, students and interns, monitoring of budgets, vendor payments, credit cards for Tigers Unlimited and metrics for gameday experience and events (surveys).
  2. Conceptualizes, plans, implements, coordinates, and monitors an integrated and comprehensive donor relations and stewardship program that appropriately and consistently promotes interaction and connection with and recognition of donors at all levels. This includes donor society membership database management, recognition in publications and online, stewardship gifts and events. Creates remarkable experiences to build loyalty, reduce turnover, and drive success.
  3. Oversees TUF credit card system including communication with cardholders, management of credit card system, and main contact for approving Tigers Unlimited credit card purchases.
  4. Serves as a primary contact for premium space vendors. Collaborates with contract management, catering, and beverage vendors to ensure effective planning, policy, and procedural oversight and protocol is achieved in the execution of each event.
  5. Manages communication with the Tigers Unlimited Foundation Board of Directors; serves as a point of contact for the Board, edits meeting minutes and provides financial updates. Ensures communication lines are maintained within the department and to other areas of the University. Serves as liaison to administration in preparation for all meeting materials utilizing the on-line system for instant review of all scheduled agenda review meetings and Tigers Unlimited Foundation Board meetings and reconvened meetings.
  6. Provides communication and customer service to all donors in order to answer questions or resolve problems in relation to ticket priority, seating assignments, and other related issues.
  7. Develops new, innovative, and athletics-focused programs that promote donor engagement, recognition, and retention of top prospects and donors and speaks to the University and Athletics' mission and goals.
  8. Actively monitors event venues and premium spaces, ensuring all are well maintained, clean, and secure. Develops and oversees a schedule of activities as it relates to event setup, break down, and day-to-day event-related activity.
  9. Develops benchmark criteria to measure the efficiency and effectiveness of alumni and donor programs, events, and communication to inform Athletics' leadership and key stakeholders.
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10. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
11. Performs other related duties as assigned.
12. 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. 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>
<b>Education</b>	Four-year college degree	Degree in Business Administration, Management, Sports Administration, Communications, Marketing, or related field.
<b>Experience (yrs.)</b>	7	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 Strong event planning and time management skills to plan and execute numerous events for both large and small scales. Ability to be a team player in a collaborative, fast-paced environment.

#### **Certification or Licensure Requirements**

None Required.

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### **Physical Requirements/ADA**

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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.

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

Date: 3/2/2023

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