
Auburn University Job Description

Job Title: **Mgr., Development Support**

Job Family: No Family

Job Code: **OA02**

Grade UA07 \$51,900 - \$88,200

FLSA status: Exempt

Job Summary

Oversee the daily operation of a complex development support function including developing policies, procedures, plans, and strategies to further the growth of development efforts.

Essential Functions

1. Designs, implements, and evaluates programs in support of development efforts while establishing and ensuring compliance with University policies, procedures, goals, and objectives.
2. Improves prospect research techniques and data management to increase donor canvassing and participation in programs.
3. Prepares budgetary recommendations and monitors expenditures of budgeted funds for functional areas.
4. Establishes public relations techniques and strategies to ensure compliance with Auburn University policies, CASE guidelines and IRS/Accounting standards to increase Auburn University constituency.
5. Plans, organizes and executes special projects.
6. Prepares performance and status reports of budgets, programs, and projects.
7. 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>
Education	Four-year college degree	Degree in Business Administration, Marketing, Communications, Public Relations, or related field
Experience (yrs.)	5	Experience in fundraising, sales, and/or marketing

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

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

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.

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, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

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

Date: 12/15/2011
