



**JOB INFORMATION**

Job Code	OA05A
Job Description Title	Development Officer I
Pay Grade	UA07
Range Minimum	\$55,890
33rd %	\$68,930
Range Midpoint	\$75,450
67th %	\$81,970
Range Maximum	\$95,010
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/27/2010

**JOB FAMILY AND FUNCTION**

Job Family:	University Advancement
Job Function:	Major & Principal Gifts

**JOB SUMMARY**

Plans, organizes, and implements fund-raising activities for one or more organization units within Auburn University.

**RESPONSIBILITIES**

- Identifies potential prospects for cultivations through research, initial contact ratings, peer reviews and other relevant resources.
- Solicits gifts and/or club memberships through person-to-person visits, group presentations, and/or phone contacts.
- Provides stewardship to include acknowledging and showing gratitude for donating/joining clubs either by letter, phone call, and/or participating in/attending events and function for donors.
- Updates and informs supervisors and other staff of goal status, new plans and project proposals, and ensures that a cooperative team effort is made to meet goals and objectives.
- Prepares budget with input provided by Director, reviews and approves financial records, vouchers and acquisitions.
- Develops reports, records, and programs and analyzes information necessary to plan and complete projects and assignments.
- May develop campaigns and/or presentation proposals related to funding priorities in order to keep top prospects informed, interested, involved and to meet development goals and objectives.
- 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.
- May produce or assists in producing marketing materials to support development efforts.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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**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	Bachelor's degree required - no specific discipline	and	2 years of	Experience in fundraising, marketing, sales, and/or public relations	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices and procedures of particular field of specialization.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

## REQUIRED PRE-EMPLOYMENT SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
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.