
Auburn University Job Description

Job Title:	Coord, Donor Events	Level I	Grade UA01 \$33,300 - \$46,600
Job Code:	OA13	Level II	Grade UA02 \$34,600 - \$51,900
FLSA status:	Exempt	Level III	Grade UA03 \$37,400 - \$56,100

Job Summary

Coordinates and implements programs and processes that facilitate donor cultivation and recognition and ongoing and productive relationships with donors.

Essential Functions

1. Organizes special functions/cultivation events which may include, but are not limited to, campaign kick-off events, regional campaign events, Faculty/Staff campaigns, and special donor recognition events.
2. Acts as liaison with the President's Office to coordinate effective use of the President's Suite and other events originating from the President's Office.
3. Interacts with donors, prospects and internal constituents for the purpose of engaging them with Development programs and support.
4. Plans/assists in organizing and coordinating meetings which may include, but are not limited to, AU Foundation Board meetings, Executive Steering Committee, and Campaign Committee meetings; provides administrative support for meetings as needed.
5. Coordinates and assists colleges/schools with events and acts as liaison with representatives from colleges and schools in planning such events.
6. Assists in the coordination of special programs to promote development activities of the University.
7. Coordinates travel arrangements, accommodations and itineraries when necessary.
8. Develops and maintains a positive relationship with volunteers and donors.
9. Performs related administrative support work such as word-processing, answering phones, responding to inquiries, and processing vouchers.
10. 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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Business Administration, Marketing, Communications, Public Relations, or related field.

Focus of Experience

Experience in public relations work and general office operations.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

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

See Job Family Levels

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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: 4/1/2010
