



JOB INFORMATION

| | |
|-------------------------|-------------------------|
| Job Code | OA13C |
| Job Description Title | Coord III, Donor Events |
| Pay Grade | UA03 |
| Range Minimum | \$40,310 |
| 33rd % | \$47,030 |
| Range Midpoint | \$50,390 |
| 67th % | \$53,750 |
| Range Maximum | \$60,470 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 4/1/2010 |

JOB FAMILY AND FUNCTION

| | |
|---------------|------------------------|
| Job Family: | University Advancement |
| Job Function: | Donor Relations |

JOB SUMMARY

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

RESPONSIBILITIES

- 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.
- 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.
- Interacts with donors, prospects and internal constituents for the purpose of engaging them with Development programs and support.
- 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.
- Coordinates and assists colleges/schools with events and acts as liaison with representatives from colleges and schools in planning such events.
- Assists in the coordination of special programs to promote development activities of the University.
- Coordinates travel arrangements, accommodations and itineraries when necessary.
- Develops and maintains a positive relationship with volunteers and donors.
- Performs related administrative support work such as word-processing, answering phones, responding to inquiries, and processing vouchers.
- 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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---|

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 | Degree in Business Administration, Marketing, Communications, Public Relations, or related field. | And | 4 years of | Experience in public relations work and general office operations. |

| | |
|---|-----|
| Substitutions Allowed for Education | Yes |
| <i>Substitution 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.</i> | |
| Substitutions Allowed for Experience | Yes |
| <i>Substitution 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.</i> | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

| | |
|---|--|
| 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 affe | |

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 | | |
| 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.