

### JOB INFORMATION

|                         |                                    |
|-------------------------|------------------------------------|
| Job Code                | OA21C                              |
| Job Description Title   | Coord III, Acknowledgement Process |
| 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 | 1/30/2012                          |

### JOB FAMILY AND FUNCTION

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

### JOB SUMMARY

Responsible for the acknowledgement letter process in response to gifts from private donors to Auburn University.

### RESPONSIBILITIES

- Responsible for the acknowledgement letter process by researching gifts and composing letters on behalf of Auburn University administration to private donors.
- Assists with the routing and processing of donor agreements; creates and processes new endowment welcome certificates and letters to donors.
- Assists with generating and processing annual endowment reports for donors.
- Compiles new donor welcome packets and participates in other special stewardship projects for the department.
- Assists with planning and executing annual donor recognition events.
- 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, Communications, Public Relations, or related | And | 4 years of          | Experience in public relations work and general office operations |  |

Substitutions Allowed for Experience: Yes

*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.*

## 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 affected by, the work.

## 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      |              |            |            |

## WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Noise                  |       | X      |              |            |            |
| Hazards                |       | X      |              |            |            |
| Temperature Change     |       | X      |              |            |            |
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

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