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## Auburn University Job Description

Job Title: **Asst Mgr, Dev Rsch & Records**

Job Family: No Family

Job Code: **OA22**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

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### Job Summary

Assists in managing the daily operations of Development programs responsible for the comprehensive data management of all AU and AUM donors, alumni, and friends.

### Essential Functions

1. Oversees and assists in the management and direction of daily operations of the research and records area of Development.
2. Researches, identifies, analyzes, and recommends prospective donors related to assigned constituencies.
3. Assists in the development and implementation of policies and procedures regarding prospect management.
4. Assists in the development, monitoring, and management of the process to maintain, update, and enhance data on all alumni, friends, and donors of AU and AUM.
5. Recommends vendors and resources for utilization by the department and provides assessment of services to ensure quality of data and information.

### 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>                             |
|--------------------------|--------------------------|--|
| <b>Education</b>         | Four-year college degree | Degree in Management, Business, Communications, or related field |
| <b>Experience (yrs.)</b> | 4                        | Experience in data management/analysis and fundraising           |

#### 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, data management/gathering techniques, public relations, and marketing strategies.

#### Certification or Licensure Requirements

None Required.

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### 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, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires walking, .

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

Date: 2/3/2012

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