

JOB INFORMATION

Job Code	OA25
Job Description Title	Development Support Specialist
Pay Grade	UA06
Range Minimum	\$49,680
33rd %	\$61,270
Range Midpoint	\$67,070
67th %	\$72,860
Range Maximum	\$84,450
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/15/2013

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Development Support

JOB SUMMARY

Coordinates and oversees Development-related programs, services, fundraisers, as well as financial and other support functions in a lead administrative role in large-scale Development units.

RESPONSIBILITIES

- Develops, manages, and monitors complex budgets in units with large Development operations (i.e., staff, prospect and alumni base, fundraising goals) for assigned areas/programs; responsible for transaction reconciliation, reimbursement accuracy, budget status reporting, and in-house budget training.
- Acts as liaison to the Central Development Accounting office, Information Management Services (IMS), Research, campaign consultants, and other departments/individuals as necessary.
- Coordinates all travel arrangements and related reimbursement/administrative processes in support of a variety of individuals involved in Development activities.
- Analyzes data to support development strategies; organizes and manages data to facilitate decision-making and prospect strategies. Attends Auburn University athletic events and other activities in support of engagement, cultivation, and stewardship of alumni, prospects, and donors to expand the base of philanthropic support for the assigned unit.
- Collaborates with appropriate university departments, including, but not limited to, IMS to create and maintain systems used in campaign tracking; responsible for timely and accurate report production and data updates.
- Coordinates and manages office projects and procedures to include, but not limited to, policy execution, office supply procurement, and equipment repair.
- Works closely with Development management personnel to create and monitor efficiencies and maximize effective utilization of resources.
- 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.
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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	Degree in Business Administration, Marketing, Communications, Public Relations, or related field	and	4 years of	Experience in budget services, fundraising, sales, or marketing	

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

Knowledge of fundraising programs and strategies, fiscal management and budget planning, and office operations management

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None 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.