
Auburn University Job Description

Job Title: **Asst Mgr, Donor Relations**

Job Family: No Family

Job Code: **OA39**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

Job Summary

Assists in managing the donor relations gift agreement process to ensure Auburn's benefactors experience superior customer service throughout the proper fulfillment of donor intentions and appropriate use of funds.

Essential Functions

1. Manages the process to establish endowment and annual giving agreements and naming agreements, which includes the submission, revision, and approval process. Ensures internal compliance measures are met to protect the university and foundation in the agreements while fulfilling donor intent. Manages multiple relationships with university administrators, development leadership and departments that are involved in investing, overseeing and dispersing donor-directed funds and serves as Chair of the Agreement Routing Review committee. Assists in the development and implementation of Development policies regarding gift agreements. Advises others on policy, processes and procedures related to gift agreements. Resolves policy related or procedural problems.
2. Designs, implements, and evaluates an ongoing fund management process to ensure funds are used per donor intent in order to ensure that Auburn fulfills its fiduciary responsibilities to donors. Analyzes spendable fund balances to identify funds not being used; determines if action is required from donor to amend use of funds and takes appropriate steps. Reviews internal recordkeeping to ensure that units have properly documented correct use of funds; addresses issues accordingly.
3. Manages staff charged with creating, implementing and managing a comprehensive, university-wide stewardship program designed to ensure that donors are kept up-to-date on the use and impact of their annual and endowed funds, in support of efforts to raise funds and to cultivate long-term loyalty and commitment of donors.
4. Educates development officers, development support staff, and other university employees on the gift agreement and naming agreement process. Serves as the subject matter expert on agreements; frequently fields questions from donors and staff.
5. Oversees and assists in the management and direction of the daily operation of the Donor Relations department in the Office of Development. With Manager, develops strategy and long-range planning for new initiatives and programs designed to enhance the donor relations and stewardship activities.

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

Auburn University Job Description

knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in management, business, or related field.
Experience (yrs.)	6	Experience in contract management within a fundraising environment. Experience in building rapport and establishing cooperative working relationships with donors, colleagues and external partners. Experience working directly with donors at all levels, Board members, alumni, and other VIPs.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of higher education policies and procedures. Extensive knowledge of fund creation policy and procedure, financial aid and scholarship guidelines, development and university naming and recognition policies. Knowledge of fundraising programs, concepts, practices, and procedures of marketing and public relations; knowledge of business and formal etiquette when communicating and interacting with all levels of donors.

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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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: 11/20/2017
