

JOB INFORMATION

Job Code	OA40
Job Description Title	Stewardship Specialist
Pay Grade	UA05
Range Minimum	\$49,290
33rd %	\$57,510
Range Midpoint	\$61,610
67th %	\$65,720
Range Maximum	\$73,940
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/8/2022

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Donor Relations

JOB SUMMARY

The Stewardship Specialists creates, implements, and administers a comprehensive, centralized program designed to ensure that donors are properly stewarded and informed in all aspects of donor relations including events, gift agreements, engagement, recognition, and reporting on the use and impact of their annual and endowed funds, in support of efforts to cultivate long-term loyalty and commitment of donors while ensuring Auburn fulfills its fiduciary and stewardship responsibilities to donors. The Stewardship Specialist executes one or more of the following phases of the donor relations process to include events, gift agreements, reporting, engagement, and recognition.

RESPONSIBILITIES

- May lead the daily operation of the agreement routing process for Auburn Advancement. This includes advising development staff to ensure agreements represent donor intent while enforcing Auburn University policies and procedures, the initial routing through the Agreements Committee, and signature routing of donors and AU/AUF officials.
- May create comprehensive university-wide stewardship reports and/or events for major donors. Produces best-in-class centralized comprehensive impact reports to provide fiduciary and stewardship accountability for all funds through the aggregation of complex, sensitive, and confidential data from multiple sources (Financial Aid, University Scholarships, Endowment Management, faculty, staff, and students) to disseminate the data in a precise and orderly manner.
- May conceptualize, implement, and administer integrated and comprehensive donor relations activities in support of efforts to cultivate long-term loyalty of donors through recognition societies, engagement, and stewardship activities. Demonstrates due accountability, gratitude, recognition, and responsiveness to Auburn's donors, including all donor groups (individuals, corporations, foundations) and key segments within each (major donors, estate donors, loyalty donors, alumni, parents, friends, etc).
- May serves as the liaison for the Office of Development to the Endowment Investment Office, Development Accounting, University Scholarships, Financial Aid, Business Office, Office of the President, and Office of the Executive Vice President for gift agreements, reporting, fund audit and fund compliance.
- Conducts training with development staff and other partners to educate and ensure proper agreement, recognition, stewardship, and spending practices avoid risk-management issues. Conducts annual analysis of processes and documents.
- Works closely with team leaders to organize and review data to facilitate decision-making in support of engagement and stewardship strategies. Identifies and implements best practices to ensure that agreements, engagement, recognition, and reporting are in keeping with national standards and meet donor expectations.
- Ensures stewardship requirements are accurately recorded in the database utilized by the Office of Development and others.

RESPONSIBILITIES

- 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	5 years of	Advancement experience may include event management, data maintenance, analysis, and/or reporting with increasing levels of responsibility. Experience must include the ability to compare various data sets to create accurate and professional documents for internal and external stakeholders. Some positions may require experience in building long-term relationships with donors, colleagues, and external partners or experience in fundraising or gift solicitation in a higher education setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundraising programs, concepts, practices, and procedures of marketing and public relations.

Desired:

- Knowledge of fund utilization, FERPA regulations of IRS 526 and 1771.
- Knowledge of higher education policies and procedures.

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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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.