
Auburn University Job Description

Job Title: **Spec, Advancement Solicitations**

Job Family: No Family

Job Code: **OA59**

Grade UA05: \$43,500 - \$69,600

FLSA status: Exempt

Job Summary

The Advancement Solicitations Specialist is responsible for coordinating, developing, and implementing strategic solicitation activities across the University. Executes a steady stream of fundraising outreach by serving as the point of contact for campus partners, consulting on social media strategy, building online giving forms, collaborating on stewardship and event plans and newsletters. Prioritizes project requests and includes relevant departments in an efficient manner.

Essential Functions

1. Coordinates and executes multi-channel fundraising efforts and gift acquisition to secure donations for campus programs and academic units.
2. Collaborates with others to generate major gift leads through solicitation activities. Coordinates efforts for development officers for major gifts to include calling donors to renew memberships or schedules meetings with Development Officers.
3. Collaborates with internal and external stakeholders to executes the strategic fundraising plan, utilizing technology and software solutions to optimize fundraising efforts. Builds relationships and collaborates with other colleges across campus on various projects and events.
4. May provide fundraising training programs for campus groups and partners, as needed, based on best practices.
5. Educates and consults with campus partners regarding solicitation opportunities and effective practices in donor development.
6. Responsible for generating reports that offer valuable insights into critical data points, conducting data analysis, and making recommendations to support the development of strategies and streamline decision-making processes. Provides and analyzes reports for Development Officers to ensure they have the most accurate information for making informed decisions. Conducting regular checks to verify the accuracy of data reporting.
7. Administers and assists with special projects and programs for Advancement innovation, ensuring their implementation and operation within specifications.
8. Communicates and collaborates information across specific units in Advancement, and may require collaboration with the marketing function for assigned development programs. Facilitates effective internal communications to ensure efficient and accurate conveyance of information within the organization.
9. Performs other duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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> |
|--------------------------|--------------------------|---|
| Education | Four-year college degree | No specific discipline. |
| Experience (yrs.) | 5 | Experience in higher education and/or Advancement environment to include fundraising, donor relationship management, development, or sales. |

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of fundraising principles, best practices, and strategies for donor cultivation and stewardship. Ability to communicate effectively, both orally and written, demonstrated ability to work independently as well as part of a team, must be organized and demonstrate the ability to work under pressure, ability to maintain sensitive and confidential information. Knowledge of fundraising ethics, compliance, and regulations, including familiarity with IRS guidelines for charitable giving.

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.

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, .

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 3/28/2023
