
Auburn University Job Description

Job Title: **VP, Development**

Job Family: No Family

Job Code: **OA01**

Unclassified

FLSA status: Exempt

Job Summary

Directs all functions relating to development programs for Auburn University.

Essential Functions

1. Provides leadership and planning for Development programs to include establishing, implementing, and funding goals and priorities for Auburn University Development through private gifts and campaign efforts.
2. Empowers Development staff, Deans, and Senior Leadership by motivating, encouraging, and stimulating efficient and effective practices in fund raising.
3. Identifies, recruits, and trains volunteers to utilize their influence, resources, and skills to secure private funds for University priorities on behalf of Auburn.
4. Directs the Development Office through delegation and supervision of staff, overseeing the maintenance of records, encouraging professional development, and monitoring/enhancing accomplishments of personnel.
5. Establishes budgets for the operation of development programs to include reporting financial responsibilities for programming to the AU Foundation and the Auburn President.
6. Identifies, contacts, cultivates, and closes private gifts from prospects designated for fund raising purposes.
7. Provides stewardship to include acknowledging and showing gratitude for donating/joining giving societies either by letter, phone call, personal visit, and/or participating in/attending events and functions for donors.
8. Serves as liaison for the AU foundation to include ensuring all activities of the Foundation are completed professionally, efficiently, and productively.
9. Develops, establishes, and implements policies and procedures for development operations.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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	Degree in Business Administration, Marketing, Communications, Public Relations, or related field
Experience (yrs.)	7	Experience in directing multi-faceted fundraising programs and experience working with foundations and boards

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 Internal Revenue Service (IRS) gift regulations, fundraising techniques and strategies, and accounting and budgeting principles and practices. Ability to plan and implement fundraising programs and marketing strategies.

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 12/15/2011
