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## Auburn University Job Description

Job Title: **Asst VP, Development**

Job Family: No Family

Job Code: **OA03**

Grade 40: \$104,500 - \$174,200

FLSA status: Exempt

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### Job Summary

Plans, coordinates, implements, and supervises assigned aspects of Auburn University Development programs.

### Essential Functions

1. Develops, plans, and executes strategies for development programs/campaigns to include coordinating with other top management officials, planning campaign committees, identifying top campaign prospects, and setting goals in coordination with Deans and Directors.
2. Contacts, cultivates, and closes gifts from private/campaign prospects designated for fund raising purposes.
3. Provides stewardship to include acknowledging and showing gratitude for donating/joining clubs either by letter, phone call, and/or participating in/attending events and function for donors.
4. Plans, coordinates, and implements comprehensive development programs/campaigns for assigned units in the University that adhere to timelines and goals.
5. Assists in the development, establishment, and implementation of policies and procedures for development operations.
6. Directs various personnel functions to include (but not limited to) screening, hiring, job descriptions, supervising/mentoring staff, performance appraisals, promotions, and training.
7. Monitors the development process where donors agreements are prepared and routed for review and approval.
8. Monitors annual budgets for assigned units.

### 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>
<b>Education</b>	Four-year college degree	Degree in Business Administration, Marketing, Communications, Public Relations, or related field
<b>Experience (yrs.)</b>	8	Experience in directing 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.

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## 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 25 pounds.

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

Date: 12/16/2011

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