
Auburn University Job Description

Job Title: **SVP, Advancement**

Job Family: No Family

Job Code: **OA04**

Unclassified

FLSA status: Exempt

Job Summary

Reporting to Auburn University's President, the Senior Vice President of Advancement is a member of the President's cabinet, and responsible for building and establishing strong relationships with the university Board of Trustees, the Auburn University Foundation board, the Auburn University Alumni Association and its board, the deans of all the university's colleges and the athletic foundation. Provides visionary and strategic leadership and guidance to the departments of Philanthropy, Engagement & Alumni Association, and Communications and Marketing, Operations & Strategy, and Talent & Culture in accordance with Advancement's mission, vision and strategic plan. Drives meaningful engagement and enhances donor experience, delivering value, success and promoting life-long affiliation and ownership with alumni, parents, donors, friends, and fans of Auburn.

Essential Functions

1. Sets the strategic direction, alignment, and integration of wide-ranging externally facing programs while providing broad direction internally to develop and sustain services and support for both campus and internal partners.
 2. Provides strategic leadership and oversight for the Advancement organization, including Philanthropy, Engagement & Alumni Association, Communications and Marketing, Operations & Strategy, and Talent & Culture. Leads an organization of approximately 200 employees with an annual budget of approximately \$14 million to develop and sustain the university's integrated and comprehensive internal and external philanthropy and engagement activities.
 3. Leads the Advancement team to cultivate, solicit, and steward individuals, and provides strategic direction and operations for fundraising programs for the University including responsibility for annual giving, corporate, major gifts and gift planning, endowment, capital campaigns, and alumni and constituent relations efforts, stewardship, and advancement services.
 4. Sets strategic fundraising priorities, annual goals and the evaluation of programs that enable each campus to achieve their strategic goals. Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement. Plans, coordinates, and assures implementation of strategies to develop donors and contributions to support the University.
 5. Creates a vision and understanding of the importance for centralized services such as: talent & culture management, advancement services, and operations, finance, and strategy in support of the ongoing system-wide programs of engagement & alumni relations and philanthropy.
 6. Keeps informed of developments in philanthropy and engagement; informs the President, executive committees, Foundation Board, and Alumni Board of current trends, issues, problems and activities in order to facilitate policy making. Recommends policy positions concerning philanthropy and engagement.
 7. Builds and establishes strong relationships with key internal and external stakeholders to include the university Board of Trustees, the Auburn University Foundation board, the Auburn University Alumni Association and its board, the deans of all the university's colleges, and the athletic foundation.
 8. Builds organizational commitment to values, culture, and employee engagement. Drives a high
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performance culture focused on aspirational goals, results, and constant improvement.

9. Sets the expectation for the use of a structured and data-driven process in the establishment and management of unit goals and budgets.
10. 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 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. Master's degree is preferred.
Experience (yrs.)	10	Demonstrated successful and progressively responsible leadership experience within a university advancement organization. Experience participating in a significant comprehensive campaign, if possible at the billion-dollar+ level. At least 5 years' experience successfully supervising full-time professional advancement employees.

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

- Maintaining understanding current best practices in Advancement.
- Knowledge of all major advancement functions and a track record of significant personal success in donor cultivation, solicitation, and stewardship at principal gift levels.
- Strong analytical, managerial, and strategic planning skills.
- Highest level of integrity and unwavering commitment to high ethical standards.
- Understanding, awareness, and passion for the mission of public land-grant institutions.
- Firm commitment to diversity, equity, inclusion, and creating a sense of belonging on the advancement team.
- Exceptional communication and negotiation skills; exemplary interpersonal and listening skills.
- Political savvy, honesty, truthfulness, flexibility, and cultural agility, as well as the desire and ability to build bridges and create genuine collaborative relationships across all university constituencies is imperative.
- Ability to work both independently and collaboratively.
- Ability to work with sensitive information and maintain confidentiality.
- Ability to travel.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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

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success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 5/6/2022

