
Auburn University Job Description

Job Title: **Assoc VP, Development**

Job Family: No Family

Job Code: **OA09**

Grade 41: \$117,900 - \$196,500

FLSA status: Exempt

Job Summary

Provides leadership and oversight for external fundraising operations of the Office of Development for Auburn University.

Essential Functions

1. Provides management and oversight to various Development functions including, but not limited to, Major Gifts, Planned Giving, corporate relations and constituency development.
2. Directs and monitors strategic Development plans in support of central fundraising activities in coordination with appropriate Deans and/or Directors.
3. Assists Development Officers in the identification, cultivation and solicitation of donor prospects.
4. Analyzes fundraising activities to determine best practices and set appropriate goals for external fundraising.
5. Assists the VP of Development in planning and executing campaign efforts.
6. Participates in AU Foundation Board development activities.

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.)	10	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.

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,

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: 8/17/2009
