Auburn University Job Description

Job Title: Assoc VP, Development Ops
Job Code: OA14
FLSA status: Exempt

Job Summary
Serves as Chief Operations Officer and Central Development Fundraising Officer for the Office of Development, providing oversight for professional and support staff.

Essential Functions
1. Provides management and oversight of regional and major gifts, corporate and foundation relations, planned giving, president's trust, and annual fund.
2. Provides oversight of Donor Relations, Research and Records, and Development Marketing and Communications.
3. Provides oversight of the budgetary process and personnel actions including, but not limited to, orientation, training, and performance management process.
4. Serves as a liaison to the accounting, alumni and development support services, and information management services unit.
5. Oversees the administration of policies and procedures for Development Office operations.
6. Monitors the preparation and routing of the donor agreement review and approval process.

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.
Auburn University Job Description

Minimum Required Education and Experience

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>Four-year college degree</td>
<td>Degree in Business Administration, Marketing, Communications, Public Relations, or related field</td>
</tr>
<tr>
<td>Experience (yrs.)</td>
<td>10</td>
<td>Experience in directing fundraising programs and experience working with foundations and boards</td>
</tr>
</tbody>
</table>

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: 3/9/2011