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## Auburn University Job Description

Job Title: **Assoc VP, Advancement Svcs**

Job Family: No Family

Job Code: **OA14**

Grade 41: \$120,200 - \$200,300

FLSA status: Exempt

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### Job Summary

Reporting to the VP for Development, responsible for the strategic leadership and management of the offices of Gifts and Records, Prospect Research and Prospect Management, Data Analytics, Development Accounting, and Information Management Services (IMS). Establishes and drives strategies that support the fundraising enterprise for Auburn University and oversees Development-wide projects and initiatives as identified by the VP.

### Essential Functions

1. Provides oversight of the Office of Gifts & Records, ensuring consistent, timely, and accurate gift and pledge reporting. Ensures all gifts are booked to the correct allocations, credited to the right donors, and that gift receipts are issued promptly and accurately. Oversees biographical data maintenance, data integrity, and data management.
  2. Oversees the Information Management Services Department, including technical support, database administration, business analytics, and report writing. Ensures that strategic decisions are made regarding creation and availability of reports and reporting tools.
  3. Provides oversight for the Development Accounting Office and manages a strategic internal budget process that ensures alignment of Development resources with the division's strategic priorities.
  4. Oversees the Prospect Research and Prospect Management Office, including the evaluation and creation of a strategic approach for the research function to generate increasingly impactful information to support fundraising strategies and efforts. Responsible for the development of a prospect management approach that effectively monitors time-in-stage in the donor development process.
  5. Manages the negotiation, execution, management, and retention of contracts on behalf of the Office of Development and the Auburn University Foundation. Oversees the allocation of space, office and workspace assignments, and office moves. Assesses ongoing space requirements for central Development functions, and collaborates with various university offices on the provision of space.
  6. Oversees the selection and implementation of all technical systems that support Auburn's advancement efforts, including a new donor and alumni records system. Collaborates with appropriate key stakeholders, coordinates vendor and system selection, structures and allocates required staff resources, and ensures that system functionality and capabilities are aligned with business needs.
  7. Creates, oversees, and executes a talent management program that provides targeted recruitment and effective onboarding of employees to increase retention and enhance the skills, abilities, and expertise of the team.
  8. Responsible for creating, updating, promulgating, and cataloging all policies for the Office of Development and Auburn University Foundation, including campaign counting, gift acceptance, and gifts-in-kind.
  9. Engages with Auburn University Foundation Board of Directors and serves as the staff liaison to the Board's Administration and Finance and Audit committees. Participates in leading the creation
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of the Foundation's next strategic plan and ensures linkage to the University's overarching plan.

10. May perform other related duties as assigned by the VP for Development.

## **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	No specific discipline. Degree must be from an accredited institution.
<b>Experience (yrs.)</b>	10	Experience in the higher education advancement arena, including exposure to the disciplines and functions inherent in advancement services. At least 2 years' experience supervising full-time 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**

Knowledge of IRS regulations related to the tax deductibility of gifts; CASE Standards; VSE reporting.

Strong interpersonal and communication skills and thorough knowledge of business English, spelling, grammar.

#### **Certification or Licensure Requirements**

Valid Driver's License

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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, climbing or balancing, stooping/kneeling/crouching/crawling,

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

Date: 10/3/2018

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