Auburn University Job Description

Job Title: Chief Advancement Operations & Strategy Officer  
Job Family: No Family

Job Code: OA14  
FLSA status: Exempt

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>
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</thead>
<tbody>
<tr>
<td></td>
<td>Four-year college degree</td>
<td>No specific discipline. Degree must be from an accredited institution.</td>
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<tr>
<td>Experience (yrs.)</td>
<td>10</td>
<td>Preferred 10-15 years combination of experience and education. Demonstrated successful experience in the higher education advancement arena, including exposure to the disciplines and functions inherent in advancement operations/leadership. Desired experience would include direct or indirect (functional) accountability (in whole or part) for business, administration, finance, marketing, analytics, and strategy. At least 5 years’ experience supervising full-time employees.</td>
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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
Advanced knowledge of Internal Revenue Service (IRS) gift regulations related to the tax deductibility of gifts; CASE Standards; VSE reporting.
Working knowledge fundraising techniques and strategies, accounting and budgeting principles and practices, and effective leadership practices.
Knowledge of core marketing principles, strategies, and best practices as well as marketing and communications mediums.
Strong interpersonal and communication skills and thorough knowledge of business English, spelling, grammar.

Certification or Licensure Requirements
Valid Driver’s License

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.