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## Auburn University Job Description

Job Title: **Sr Dir, Alumni & Gift Success**

Job Family: No Family

Job Code: **OB18**

Grade UA11 \$82,600 - \$156,900

FLSA status: Exempt

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### Job Summary

Reporting to Auburn Advancement's Vice President of Engagement and Executive Director of the Auburn Alumni Association, the Senior Director of Alumni and Gift Success provides both university-wide and departmental leadership by partnering with advancement colleagues and university departments to offer life-time value to Auburn graduates and supporters through university-level awards, interest-based programs, and personalized engagement. Serves as a member of the Engagement leadership team, drives meaningful engagement, enhances the experience, delivers value, fosters success, and promotes life-long affiliation and ownership with alumni, parents, donors, friends, and fans of Auburn.

### Essential Functions

1. Provides leadership, direction, and support of alumni and gift success program to create a highly productive engagement among stakeholders.
2. Oversees the affinity-based programs that focus on diverse interests of alumni and support the established volunteer councils and related committees to offer high quality and meaningful experiences for stakeholders.
3. Creates and fosters effective early engagement opportunities uniquely designed to connect students and alumni.
4. Provides leadership and direction for Auburn Alumni Association's awards programs that recognize and amplify the accomplishments of alumni, faculty, and friends.
5. Serves as staff liaison for Auburn Alumni Association related committee(s) and supports the executive director with the identification, training, and engagement of board directors.
6. 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.
7. Performs other duties as assigned.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*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.
<b>Experience (yrs.)</b>	8	Experience in planning and implementing alumni and advancement events and programs. Must have 2 years of experience directly 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 higher education policies and procedures. Strong knowledge of alumni relations, student affairs, annual giving, and development procedures. Knowledge of setting and implementing strategic goals. Knowledge of best practices for advancement related engagement and gift success programs. Knowledge of best practices for working with awards programs. Knowledge of affinity-based programs that focus on early engagement and affinity-based programs. Ability to maintain effective interpersonal relationships. Ability to communicate effectively in both oral and written form. Knowledge of budget control methods, policies and procedures. Knowledge of CRM or donor management software.

#### Certification or Licensure Requirements

None required.

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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 walking, sitting, talking, hearing, .

Job occasionally requires standing, handling objects with hands, and lifting up to 10 pounds.

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

Date: 4/5/2022

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