

JOB INFORMATION

Job Code	KA14
Job Description Title	Sr Dir, Advancement Compliance
Pay Grade	FO13
Range Minimum	\$85,560
33rd %	\$108,380
Range Midpoint	\$119,790
67th %	\$131,200
Range Maximum	\$154,020
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/21/2023

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

Reporting to the Chief Advancement Operations and Strategy Officer, the Senior Director of Advancement Compliance serves as a key resource to advancement staff and campus administrators, ensuring that donor funds are successfully expended and spent according to donor intent agreements. Works collaboratively with Advancement Finance, Donor Relations, Philanthropy, and university partners, including deans, departments chairs, the endowment office, and the provost's office to maximize fund use and ensure donor compliance and stewardship.

RESPONSIBILITIES

- Develops and manages a comprehensive process to identify accounts where the use of donor funds can be maximized, creating spending plans with campus partners, and works with Advancement colleagues to ensure that donor intent is accurately reflected and managed.
- Conducts account reviews with campus administrators to ensure understanding of available funds and how to follow donor intent related to accounts under their administration. Creates an ongoing process to maintain account review systems on an annual basis with Advancement and campus staff.
- Collaborates with development officers to ensure sound understanding of donor intent with regards to spending at the University.
- Develops spending plans and supervises collaborative strategy meetings with development staff and other representatives to ensure donor funds are spent appropriately and in a timely manner.
- Performs analysis on the spending of donor funds in aggregate and by department. Reviews data to identify trends at the university that can be used to educate campus administration.
- Effectively communicates the findings from periodic and ad hoc financial reviews on funds.
- Develops resources tailored to enhancing development staff understanding of key spending issues.
- Proposes long-term solutions planning for systems, technology, and business processes, including, but not limited to, financial management tools to provide visibility to donor intent and fund availability to Advancement and campus staff.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Accounting or Finance	and	10 years of	Exempt-level experience in accounting, financial management, and business operations showing progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Extensive knowledge and understanding of university and foundation financial practices.	
Knowledge of accounting principles and practices, budget principles and practices, and the analysis and reporting of financial data.	
Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, leadership techniques, and coordination of people and resources.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
Certified Public Accountant (CPA)	in the State of AL desired.	Upon Hire	Desired	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.