

JOB INFORMATION

Job Code	OA39
Job Description Title	Assoc Dir, Engagement & Donor Relations
Pay Grade	UA08
Range Minimum	\$63,100
33rd %	\$79,930
Range Midpoint	\$88,340
67th %	\$96,760
Range Maximum	\$113,590
Exemption Status	Exempt
Approved Date:	3/19/2025 4:57:31 PM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Donor Relations

JOB SUMMARY

Reports to the Senior Director of Development, the Director of Engagement and Donor Relations assists in providing strategic direction, oversight, and framework to enhance the engagement and donor relations activities. Oversees, plans, and implements the daily operations of the engagement and donor relations functions including fostering collaborative partnerships to support students and alumni and leads the impact and success of alumni engagement and donor relations activities.

RESPONSIBILITIES

- Assists in development, direction, and strategic planning, management, and oversight for events and programs aimed at increasing alumni engagement and stewardship.
- Manages day-to-day operations and functions of the Engagement and Donor Relations team within Harbert College. Evaluates programming for alumni and donor events executed by program coordinators. Acts as liaison with the Central Engagement and Donor Relations teams, the College Events team, and departmental event coordinators. Supervises full-time employees, students, and interns, monitors budgets, ensures timely implementation of tactics, and oversees coordinators for prompt reporting of post-event recaps and metrics.
- Supports the Senior Director and Dean in creating and overseeing the Alumni Council programming.
- Leads efforts to identify, analyze, and interpret relevant data sets that guide short- and long-term decision-making, planning, strategizing, and resource allocation by the college's leadership team. Develops benchmark criteria to measure the efficiency and effectiveness of alumni and donor programs, events, and communication to inform the college and Advancement leadership and key stakeholders.
- Contributes to and oversees reports, presentations, and other digital and print materials, including but not limited to information presented to Auburn University's Harbert College Alumni Council, Harbert College Departmental Councils, Auburn University leadership, and other key stakeholders. Ensures data accuracy and consistent reporting by designing and creating optimal processes and procedures for program coordinators to follow.
- Conducts quarterly and yearly reviews, develops performance plans aligning with the department's strategic plan, and supports the Sr. Director under the organizational chart.
- 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.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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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	with no specific discipline.	and	5 years of	experience in donor relations, alumni engagement, external relations, event management, or a related field that involves building relationships with key stakeholders.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of various marketing and communications theories, concepts, techniques, mediums, and strategies, basic accounting and budgeting principles. Ability to lead through influence and partnerships.

Strong interpersonal skills, ability to develop strategic marketing plans within university settings, and ability to lead teams through influence and partnership.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

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.

Travel Requirements:

Domestic