

## JOB INFORMATION

|                                                          |                           |
|----------------------------------------------------------|---------------------------|
| Job Code                                                 | OA70                      |
| Job Description Title                                    | Asst VP, Philanthropy     |
| Pay Grade                                                | UA15                      |
| Range Minimum                                            | \$164,920                 |
| 33rd %                                                   | \$217,150                 |
| Range Midpoint                                           | \$243,260                 |
| 67th %                                                   | \$269,380                 |
| Range Maximum                                            | \$321,600                 |
| Exemption Status                                         | Exempt                    |
| Organizational use restricted to the following divisions | 109 Senior VP-Advancement |
| Approved Date:                                           | 1/1/1900 12:00:00 AM      |
| Legacy Date Last Edited                                  | 10/4/2023                 |

## JOB FAMILY AND FUNCTION

|               |                        |
|---------------|------------------------|
| Job Family:   | University Advancement |
| Job Function: | Advancement Operations |

## JOB SUMMARY

The Assistant Vice President of Philanthropy is a key leadership role within Auburn Advancement, reporting directly to the Associate Vice President of Philanthropy. This position plays a critical role in supporting the strategic direction set by the Associate Vice President and contributes to the overall success of the philanthropy team. The Assistant VP drives development officer performance and builds the donor base for support to earn benefactor loyalty. Provides strategic leadership and mentorship to their assigned unit(s) and collaborates across all areas of Auburn Advancement and Auburn University. Builds and leads results-focused teams with a leadership style that encourages confidence and promotes an entrepreneurial and innovative spirit among the team and shareholders. Responsible for growing the donor pipeline and fuel the purpose of Auburn University.

## RESPONSIBILITIES

- Leads and directs fundraising teams for Auburn University, coaches development staff, and builds partnerships with campus leaders to increase philanthropic support for Auburn University.
- Collaborates closely with the Associate Vice President to execute and oversee fundraising programs, including annual giving initiatives, projects.
- Cultivates and stewards relationships with donors, alumni, foundations, and corporate partners.
- Builds organizational commitment to values, culture, and employee engagement. Drives a high performance culture focused on aspirational goals, results, and constant improvement.
- Leads the collection, tracking, and analysis of fundraising performance metrics to reach established goals and presents relevant data to stakeholders.
- Travels regularly to call on donors, prospects, and coach development staff.
- 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.
- Leads change initiatives with an emphasis on organizational growth and performance.

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. |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 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 | No specific discipline. | and | 8 years of          | Experience in fundraising or related experience. Strong leadership and team-building skills with the ability to motivate and manage teams. |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

|                                                                                                                                    |     |
|------------------------------------------------------------------------------------------------------------------------------------|-----|
| Knowledge of philanthropic trends, practices, and emerging strategies within the nonprofit or higher education sector.             | And |
| Familiarity with various fundraising methodologies, including major gifts, planned giving, annual giving, and capital campaigns.   | And |
| Understanding of the higher education landscape, including its unique challenges, funding sources, and priorities.                 | And |
| Excellent interpersonal and relationship-building skills to engage donors, alumni, volunteers, and other stakeholders effectively. | And |
| Excellent written and verbal communication skills to articulate philanthropic goals, impact, and opportunities persuasively.       | And |
| Capacity to think strategically, anticipate trends, and adapt fundraising strategies to changing circumstances.                    |     |

## 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            |            |            | Up to 10 pounds |
| Climbing                      | X     |        |              |            |            |                 |
| Stooping/ Kneeling/ Crouching | X     |        |              |            |            |                 |
| Reaching                      |       |        |              | X          |            |                 |
| Talking                       |       |        |              | X          |            |                 |

PHYSICAL DEMANDS

| Physical Demand            | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-------|--------|--------------|------------|------------|--------|
| 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:**  
In-State; Domestic