

JOB INFORMATION

Job Code	OA73
Job Description Title	Regional Development Officer
Pay Grade	UA09
Range Minimum	\$72,570
33rd %	\$91,920
Range Midpoint	\$101,600
67th %	\$111,270
Range Maximum	\$130,620
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	2/2/2024 2:03:59 PM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Major & Principal Gifts

JOB SUMMARY

The Regional Development Officer builds and maintains strong relationships with alumni, donors, and stakeholders within a designated geographic region. Responsible for strategically identifying and cultivating philanthropic opportunities, managing fundraising campaigns, and promoting engagement to support Advancement's growth and development initiatives.

RESPONSIBILITIES

- Serves as a regional development officer for the identified geographic region as determined by Advancement leadership. - Develops and maintains strong relationships with alumni, donors, and prospective donors in assigned regions. - Identifies, evaluates, cultivates, solicits, and stewards prospective, current, and past donors through personal visits and direct communication. - Serves as the representative in the identified geographic region, representing Auburn Advancement at alumni and donor functions as needed. - Updates and informs supervisors and other staff of goal status, new plans, and project proposals. - May develop campaigns and/or presentation proposals related to funding priorities to keep top prospects informed, interested, involved, and to meet development goals and objectives. - Assists in regional engagement activity and events, fostering stronger connections with donors and alumni. - 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	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	No specific discipline.	and	6 years of	Experience in fundraising, marketing, sales, and/or public relations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to work independently and collaboratively with a team.

Willingness to travel within the assigned region and occasionally outside the region.

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				

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change		X			
Atmospheric Conditions	X				
Vibration	X				

Vision Requirements:
No special vision requirements.

Travel Requirements:
In-State; Domestic