
Auburn University Job Description

Job Title:	Exec Dir, Advancement Talent & Culture	Job Family:	No Family
Job Code:	AD50	Grade 39:	\$90,800 - \$151,300
FLSA status:	Exempt		

Job Summary

Reporting to the Senior Vice President (SVP), Advancement, the Executive Director, Advancement Talent and Culture, and working collaboratively with all Advancement staff, the Executive Director is responsible for development and implementation of comprehensive talent management and culture enhancement platforms to strengthen organizational effectiveness and employee engagement. Drives change through organizational restructuring, developmental training, career management, workforce diversity, and strategic planning. This position is also responsible for the effective administration of various Board support activities.

This position assesses and clarifies the division's organizational values and needs, drives processes, policies, and workflows that are compliant, efficient, and scalable. A key role of this position is the engagement of campus leadership, assuring school and college advancement talent resources are aligned and engaged with university Advancement culture and values in support of individual school and college goals. It also creates an environment that is highly productive, meaningful, just, inclusive, and positive, where every employee can impact the probability of achieving their pinnacle career experience. The Executive Director is a key leader in the Advancement team, managing within a complex matrix organizational structure that includes direct supervision of Advancement human resources administration professionals and partnership with the university's central Human Resources staff. The Executive Director collaborates to deliver strategic talent and culture initiatives as well as professional human resources services in the areas of employment, compensation, employee relations, organizational and human resources development. Maintains effective working relationships with academic leaders across all Schools, Colleges, and a variety of units, where Advancement department employees are co-located.

Essential Functions

1. **Culture Management (25%)** – Serves as cultural steward for the organization and working closely with the AU Human Resources team, ensures that policies, programs, organizational and compensation administration deliver the best overall employment experience for staff at every level. Responsibilities include planning employee engagement events, projects and talent initiatives to promote organizational culture. May design, conduct, and analyze Advancement employee surveys. As a member of the leadership team, provides direction and guidance on how decisions are made that advance the mission, vision, values, goals, and objectives of the Advancement organization. Promotes and demonstrates respect, collaboration, and friendly customer service in all working relationships. Serve as a business partner, coach and confidante to leadership across the Advancement division; advising and assisting leaders in making decisions that balance the needs of the organization with the needs of employees.
2. **Talent Management (30%)** - Partners with Advancement leadership, as well as university leadership at the Advancement constituency level, to design, implement, and administer Advancement workforce planning, talent acquisition, onboarding, and retention strategies, as well as talent development and succession planning programs resulting in a sustainable Advancement talent pipeline and feeder pool to ensure meeting future workforce needs.

Supports the design and implementation of Meaningful Measures (MM) to determine the impact of talent initiatives; partners with campus constituency leadership and UHR/Human Resources Development unit to evaluate effectiveness and feedback, and adjusting programs accordingly.

Designs and implements recruiting programs and processes that attract, select and retain a qualified, diverse workforce through technology and social networking tools, as well as traditional

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sourcing techniques and advancement professional organizations, such as Council for Advancement and Support of Education (CASE) and Association of Governing Boards (AGB).

Increase productivity, work satisfaction, and delivered outcomes through guidance of assessment, planning, and consulting with the Advancement population. Deploys succession and high-potential identification and professional development programs that ultimately increase and drive a more diverse and inclusive multicultural workforce level of readiness having the potential to assume broader Advancement positions or positions at a more senior leadership level.

3. 3. Employee Success (25%) – Advises Advancement supervisors and managers on employee relations issues to resolve concerns while providing courses of action and/or appropriate decisions. Provides coaching and guidance to supervisors and managers in the handling of employee performance issues; provides guidance, with input from central Human Resources, on corrective counseling and performance improvement plans.

Partners with Advancement leaders, developing, coordinating, and delivering on-going professional development, skills, and culture training for Advancement staff. Analyzes training trends and organizational needs to ensure delivery of appropriate programs. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

Acts as a liaison between Advancement employees and University Human Resources. Investigates and resolves employee concerns, potential policy violations, and other unusual issues.

Collaborates as needed with University Human Resources regarding Employee Relations matters. Researches and gathers background information on a variety of topics. Compiles information and prepares reports, letters, memos, and job-related documentation of a confidential nature. Creates and runs queries and analyzes HR-related data.

Partners with senior staff to establish and cultivate policies, practices, and norms that support an inclusive, equitable, humane, and just organizational culture. Develop and lead an organizational diversity and inclusion plan that engages all staff and supports and builds staff equity analysis, skills, and practice.

4. Human Resources Management (20%) - Provides professional and strategic human resources services through Advancement's human resource functions, including talent acquisition, onboarding, organizational development, training and development, compensation, benefits, employee relations, and payroll, in compliance with University policy and departmental procedures and processes without regard to such human qualities as race, gender, ethnicity, physical ability, nationality, age, religion, or sexual orientation.

Interprets HR policies, procedures, and practices and investigates complex or unusual issues, collaborating with University Human Resources as necessary while maintaining compliance with all federal and state laws and regulations including, but not limited to ADA, FLSA, EEOC, Title VII of the Civil Rights Act of 1964, FMLA, Age Discrimination in Employment Act, USERRA, Title IX, and Equal Pay Act. Stays abreast of relevant regulatory changes in order to maintain compliance. Oversees and directs supervisors and managers in the performance management process, reviews evaluations as requested and works with managers in effectively using management tools/skills designed to improve performance. Assists in facilitating and identifying employee training.

Partners with Advancement supervisors and managers, and AUHR Compensation & Classification unit to evaluate organizational structures, develop new or modified position descriptions, and provide recommendations regarding staffing. Provides guidance to management regarding the employment process, including ensuring compliance with all search committee processes, facilitating hiring decision discussions, promotion recommendations, and finalizing and extending salary offers, as assigned.

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Serves as the designated liaison with AU Human Resources. Participates in administrative staff meetings and attends other meetings as needed to provide guidance and direction on human resources related issues. Provides development and oversight of onboarding and termination process for employees leaving the department.

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>
Education	Four-year college degree	Degree in Human Resources, Management, Business Administration, Employment, Change Management, Industrial /Organizational Psychology or relevant field.
Experience (yrs.)	10	10 Years directly related human resources experience as an HR leader, or similar role, in a complex organizational environment building coalitions and partnerships through influence to develop and implement comprehensive talent management and culture enhancement platforms that resulted in improved organizational and employee effectiveness; advising management and personnel on employee relations issues; and working with executive leadership and delivering a positive track record of exercising conflict resolution and change management practices within an organization.

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

Fully knowledgeable of applied organizational development and high-performance culture philosophy, principles, and practices.

Fully knowledgeable of human resources policies, practices, precedents and laws.

Excellent oral and written communication skills; organizational and interpersonal skills

Detailed oriented self-starter, team player and the ability to work with little supervision.

Well-developed administrative skills.

Computer proficiency in Microsoft Office Suite, including full proficiency in Excel.

Must demonstrate highly effective speaking and presentation skills with diverse experience presenting before large or small groups.

Certification or Licensure Requirements

Holding current certification from a recognized professional association or higher education institution is desirable in one or more of the following professional areas:

Learning and Development

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Human Resources Management
Talent Acquisition
Culture Management
Organizational Development

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

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

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

Date: 5/1/2021
