
Auburn University Job Description

Job Title:	Sr Dir, Advancement Compliance	Job Family:	No Family
Job Code:	KA14	Grade FO13:	\$77,000 - \$138,600
FLSA status:	Exempt		

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.

Essential Functions

1. 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.
2. 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.
3. Collaborates with development officers to ensure sound understanding of donor intent with regards to spending at the University.
4. 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.
5. 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.
6. Effectively communicates the findings from periodic and ad hoc financial reviews on funds.
7. Develops resources tailored to enhancing development staff understanding of key spending issues.
8. 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.
9. Performs other duties as assigned.

Supervisory Responsibility

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

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 Accounting or Finance.
Experience (yrs.)	10	Exempt-level experience in accounting, financial management, and business operations showing progressively increasing levels of responsibility and accountability.

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

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.

Certification or Licensure Requirements

Certified Public Accountant in the State of AL desired.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires reaching, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 2/21/2023
