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## Auburn University Job Description

Job Title:	<b>Dir, Donor Relations</b>	Job Family:	No Family
Job Code:	<b>OA16</b>	Grade 37:	\$68,700 - \$114,500
FLSA status:	Exempt		

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### Job Summary

Provides strategic direction, oversight and framework for best practices in donor relations, demonstrates high proficiency in tactical execution and coordination to ensure the University demonstrates to its donors due accountability, gratitude, recognition, and responsiveness.

### Essential Functions

1. Develops new, innovative, and university-focused programs that promote donor engagement, recognition, and retention of top prospects and donors and speaks to the University mission; working in conjunction with directors of development to facilitate a first-in-class donor engagement and recognition experience.
2. Conceptualizes, plans, implements, coordinates, and monitors an integrated and comprehensive donor relations and stewardship program that appropriately and consistently promotes interaction and connection with and recognition of donors at all levels. This includes donor society membership, induction, and stewardship events.
3. Collaborates with the Financial Stewardship Group, the Development Communications and Marketing team, and campus partners to report on the use of gifts, communicate gift impact through scholarship reporting and celebrate contributions and/or giving milestones.
4. Develops criteria for measuring stewardship and retention plan success, tracks results with established goals, and advises Development leadership towards on-going progress.
5. Responsible for the review and control of all gift acknowledgements, naming agreements, and endowment reports.
6. Responsible for establishing, documenting, and implementing the process and workflow for historical archiving and retrieving of donor relations including both paper/hard copy collateral and digital records. This includes, but is not limited to, proposals, gift and pledge documentation, acknowledgements, press releases, maintaining recipients lists for holders of chairs/professorships, endowed/annual named scholarship students, named facilities, spaces, and programs.
7. Serves as an expert in principal gift stewardship-related matters for our campus partners through leadership and representation in Donor Relations and Stewardship meetings.
8. Responsible for oversight of donor signage, recognition and walls across campus and maintains current and historical records.
9. Leads and contributes to regular brainstorming on innovative, unique and personalized stewardship, communications, and engagement opportunities.

### 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>
<b>Education</b>	Four-year college degree	Degree in Business Administration, Marketing, Communications, Public Relations, or related field
<b>Experience (yrs.)</b>	7	Experience in a comprehensive donor relations/stewardship program or development, alumni or university relations program, membership organization, or communications and marketing firm with proven leadership success.

#### **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**

Knowledge of fundraising programs, marketing strategies, data gathering, and management techniques.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

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

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 sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

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

Date: 8/8/2019

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