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## Auburn University Job Description

Job Title:	<b>Sr. Major Gifts Officer</b>	Job Family:	No Family
Job Code:	<b>OA44</b>	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

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### Job Summary

Under minimum supervision, the Sr. Major Gifts Officer serves as a liaison between the College and University Development. This position is responsible for raising principal gifts (\$1 million and greater) to enable the unit to fulfill its mission and implement its programs and initiatives. This position is also responsible for providing strategy, leadership, direction, coordination and management of all levels of giving.

### Essential Functions

1. Collaborates with the Dean and Director of Development to design and implement fundraising strategies to meet the college's annual and long term needs. Identifies, cultivates and solicits major gift prospects for gifts of \$1 million or more to the Division to reach individual and unit goals. Completes between 100-140 significant face-to-face visits annually with focus on advancing prospects to close gifts. Presents proposals or make solicitations to secure private support to meet individual goals and goals of the constituency. Effectively works with donors to facilitate gifts.
  2. Provides leadership and/or mentoring to the constituent unit. Creates and fosters an environment conducive to high performance and a cohesive team. Sets a positive example through actions. Monitors monthly gift and pledge totals; works with staff to strategize on solicitation and closing gifts. Coaches employees to improve performance and provides effective guidance and feedback to employees. Creates a learning environment, involves others and delegates appropriately, while dealing effectively with others in a conflict situation. Conducts annual performance plans and evaluations with staff, as assigned.
  3. Plans and/or attends events as a representative of the constituency as necessary to provide cultivation for probable donors and stewardship of donors. Organizes function(s) including food and beverage, audio/visual, programming, etc., according to departmental procedures and within established guidelines when necessary.
  4. Provides stewardship to include acknowledging donors, showing gratitude and demonstrating impact, and participating/attending events and functions.
  5. Participates in Constituency, Central Development and Professional Development Meetings and Activities. Regularly attends Central Development Staff Meetings, Development Forums, monthly Team Meetings, and other meetings as directed by AVP or by the dean/director. Attends required special training provided or recommended by the Central Development Office, AVP, Director and/or Human Resources, and may include onsite or a regional or national conference as approved by the Dean/Director and AVPs.
  6. Updates and informs Director of Development and other staff of goal status, new plans and proposals, and ensures that a cooperative team effort is made to meet goals and objectives.
  7. Prepares budget with input provided by Director, reviews and approves financial records, vouchers and acquisitions.
  8. Develops reports, records, and programs, and analyzes information necessary to plan and complete projects and assignments.
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## **Auburn University Job Description**

### **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>
<b>Education</b>	Four-year college degree	No specific discipline.
<b>Experience (yrs.)</b>	7	Seven or more years of gift solicitation experience, development, fundraising, or marketing with at least 2 or more years in a higher education setting. A demonstrated record of successful major gift solicitations and experience designing and executing donor identification, cultivation, solicitation and stewardship strategies.

#### **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 business acumen and office procedures; knowledge of advanced concepts, practices and procedures in the areas of fundraising, sales, marketing, recruiting, public relations, and must have the ability to adapt and respond appropriately to situations involving concurrent tasks.

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

Must have a valid Driver's License.

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### 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,

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

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

Date: 7/18/2018

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