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## Auburn University Job Description

Job Title: **Sr Dir, Corp & Fndtn Relations**

Job Family: No Family

Job Code: **OA47**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

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### Job Summary

Reporting to the Assistant Vice President of Constituency Development, the Senior Director of Corporate and Foundation Relations is responsible in close collaboration with Auburn's colleges and schools, for assessing, enhancing, and directing university-wide corporate and foundation relations programs strengthening existing and building new relationships into sustained long-term partnerships. Designs activities with the goal of significantly increasing investments in support of the University's strategic priorities. Serves as a key advisor to the University community on best practices and new strategies promoting productive, lasting, and impactful engagement with corporations and foundations.

### Essential Functions

1. Directs the daily operational functions and staff of the corporate and foundation relations development officers and coordinator.
2. Works closely with colleagues throughout campus as well as in the development organization, identifying, analyzing, and profiling prospective corporate and foundation partners. Also responsible for managing a portfolio of major gift prospects and stewardship of gifts and grants.
3. Develops proactive relationships with campus development officers and leaders, to align the University's priorities and faculty projects with the interests of corporations and foundations.
4. Creates and maintains a strategic plan for the Corporate and Foundations Relations Office that supports the University's fund raising initiatives. Working closely with faculty and staff across a broad range of academic disciplines, translates and shapes complex research projects and university priorities into compelling fundraising proposals.
5. Secures targeted levels of private support as a major gift fund raiser for the Corporate and Foundation Relations Office.
6. Supports and assists in the production of effective marketing materials advancing development goals.
7. Develops funding priority campaigns and presentation proposals to keep top prospects informed, interested, and involved.
8. Updates the Associate Vice President, supervisors, and other staff of goal status, new plans, and project proposals, ensuring that a cooperative team effort is made to meet goals and objectives.
9. Performs other related duties as assigned.

### 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>	8	Experience in major gift solicitation with strong emphasis on corporate and/or foundation relations work. At least 3 years of experience supervising full-time employees

#### **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 development and fundraising principles, strategies, theories, techniques, and systems. Knowledge of Internal Revenue Service (IRS) gift regulations, fundraising techniques and strategies, and accounting and budgeting principles and practices. Ability to plan and implement fundraising programs and marketing strategies.

#### **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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires and lifting up to 25 pounds.

Date: 3/2/2020

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