
Auburn University Job Description

Job Title: **Assoc VP, Philanthropy**

Grade UA16: \$171,600 - \$386,100

Job Code: **OA71**

FLSA status: Exempt

Job Family: University Advancement

Job Function: Advancement Operations

Job Summary

Reporting to the SVP, Advancement, the Associate Vice President of Philanthropy fuels enhances production that provides both university-wide and divisional level leadership in growing philanthropic support for Auburn University. Serving as part of the Advancement senior leadership team, the Associate VP drives development officer performance and builds the donor base for support to earn benefactor loyalty. Provides strategic leadership and mentorship to their assigned unit(s) and collaborates across all areas of Auburn Advancement and Auburn University. Builds and leads results-focused teams with a leadership style that encourages confidence and promotes an entrepreneurial and innovative spirit among the team and shareholders. Responsible for growing the donor pipeline and fuel the purpose of Auburn University.

Essential Functions

1. Leads and directs fundraising teams for Auburn University, coaches development staff, and builds partnerships with campus leaders to increase philanthropic support for Auburn University.
2. Collaborates closely with university leadership, deans, faculty, and other stakeholders to align fundraising targets. Generate comprehensive reports for university leadership and stakeholders. Represents Auburn Advancement at events, conferences, and meetings to promote fundraising initiatives and establish connections within the philanthropic community.
3. Responsible for new program development and assessment regarding principle gifts, pipeline growth, and donor success.
4. Serves as an executive liaison to the development committee of the Auburn University Foundation (fiduciary governing agency).
5. Utilizes data, systems, and technology to cultivate a robust prospect pool and innovative strategy to nurture sustained fundraising growth.
6. Grows and maintains donor relationships as well as partnerships with academic and university leaders to earn confidence and trust. Collaborates with university partners (employees, alumni, friends, etc.) to meet Advancement needs efficiently and effectively.
7. Builds organizational commitment to values, culture, and employee engagement. Drives a high-performance culture focused on aspirational goals, results, and constant improvement.
8. Leads the collection, tracking, and analysis of fundraising performance metrics to reach established goals and presents relevant data to stakeholders.
9. Travels regularly to call on donors, prospects, and coach development staff.
10. Identifies, develops, and mentors talent within reporting lines and across the organization with a focus on succession planning. Leads, supervises, and directs a leadership team responsible for collegiate programs, regional development, major gifts, gift planning, and advancement services.
11. The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high levels of autonomy.
12. Leads change initiatives with an emphasis on organizational growth and performance.

Supervisory Responsibility

~~Full supervisory responsibility for other employees is a major responsibility and includes training~~

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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	Bachelor's Degree	No specific discipline.
Experience (yrs.)	10	Experience in leading or managing a large and complex fundraising organization to include 1) developing fundraising strategies and operational plans to increase philanthropy, engage constituents, and exceed annual fundraising goals, and 2) soliciting major and principal gifts from individual and corporate prospects.

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 of philanthropic principles, trends, and best practices, particularly in a higher education or nonprofit context. Ability to develop and implement strategic fundraising plans aligned with organizational goals and objectives. Understanding of organization and cultural philanthropy, using a proactive, innovative, and entrepreneurial approach to fundraising. Exceptional interpersonal and relationship-building skills to engage donors, alumni, volunteers, and stakeholders. Skills to manage and implement change, as well as motivate and mentor staff while increasing performance. Flexibility and the demonstrated ability to think creatively and thrive in a fast paced, complex social enterprise environment, juggling numerous projects and satisfying varied constituencies simultaneously. Strong written and verbal communication skills to convey philanthropic initiatives, impact, and goals effectively. An appreciation for and support of diversity in the workplace in all its forms; proven success working with stakeholders; excellent strategic planning and project management skills; experience in a data driven environment; organizational skills. Effective leadership skills to lead and inspire a team of fundraising professionals.

Certification or Licensure Requirements

None required.

Pre-Employment Screening Requirements

None required.

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, talking, hearing, .

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

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

Date: 10/4/2023
