

JOB INFORMATION

Job Code	OB01
Job Description Title	Chief Engagement Officer/Director Alumni
Pay Grade	UAUC
Range Minimum	\$0
33rd %	\$0
Range Midpoint	\$0
67th %	\$0
Range Maximum	\$0
Exemption Status	Exempt
Approved Date:	11/19/2019 2:18:10 PM
Legacy Date Last Edited	10/12/2021

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Alumni Affairs

JOB SUMMARY

Production, collaboration, innovation and purpose will guide this advancement leader. The Chief Engagement Officer/Director Alumni Association fuels production by embracing an up and to the right culture that engages all constituents in a value-focused relationship with Auburn. 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. Provides the architecture for engagement between Auburn and its alumni, friends, and constituents. Leads and creates strategies and programs that drive personal connection, affinity, and investment in Auburn pursuing, always, the best alumni experience. Responsible for growing the pipeline of engaged alumni, parents, friends and constituents, to earn investment and fuel the purpose of Auburn University.

RESPONSIBILITIES

- Provides strategic leadership and direction to direct advancement units to drive increased affinity, loyalty and investment in Auburn. - Works closely with Advancement leadership, University partners and volunteer leadership to maximize and optimize advancement opportunities. - Raises and deploys philanthropic support by direct engagement with individuals and specified target markets and groups. - Implements, promotes, and evolves the organization's engagement, qualification, pipeline growth and retention methodology. - Serves as Chief Alumni Engagement Officer and Chief Operating Officer of the Auburn Alumni Association. - Builds, supports, and maintains a high functioning team in line with the organization budget and growth plans. Partners with talent team as necessary to invest in and engage the team. - Effectively leads change initiatives through data, culture, strategy development and structural enhancements. - Attracts, retains, and develops talent in partnership with Advancement leadership through diversified and personalized plans and strategies. - Serves as member of the Advancement's senior leadership team. - Serves as a mentor and role model for all staff, exemplifying the Auburn Advancement's mission, vision, values and commitment to inclusion and stewardship. - 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, the role is expected to operate with high-levels of
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RESPONSIBILITIES

autonomy. This role travels extensively to train advancement staff, engage alumni & friends, and solicit support.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	In Business Administration, Marketing, Communications, Public Relations, or related field. Master's degree is desired.	And	10 years of	Senior level management experience, resource development, strategic planning, public relations/communications. At least 7 (seven) years of Advancement management and strategic planning or related experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to act independently and provide strategic direction.	And
Strong leadership skills with effective and consistent development and coaching.	And
Ability to manage resources, handle multiple projects on an ongoing basis while addressing the daily needs of the organization.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting		X				
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise		X			
Chemical		X			
Dusts		X			
Poor ventilation		X			

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