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## Auburn University Job Description

Job Title: **Exec Development Officer**

Job Family: No Family

Job Code: **OB11**

Grade 41: \$120,200 - \$200,300

FLSA status: Exempt

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### Job Summary

Reporting to the Vice President for Philanthropy, the Executive Development Officer collaborates with all advancement colleagues and university partners to engage and enhance new and existing philanthropic support to Auburn University. Responsible for the design and implementation of fundraising strategies and raising major gifts to enable the unit to fulfill its mission and implement its programs and initiatives.

### Essential Functions

1. Provides expertise in fundraising strategies and execution for university priorities, interdisciplinary programs, special initiatives, and programs across the university enterprise.
2. Collaborates with all development staff to secure gifts and builds a sustainable donor pipeline.
3. Identifies, cultivates and solicits major gift prospects for gifts to reach individual and unit goals. Effectively works with donors to facilitate gifts.
4. Utilizes data, systems, and technology to cultivate a robust prospect pool and innovative strategy to nurture sustained fundraising growth.
5. Grows and maintains donor relationships and partnerships with academic and university leaders to earn confidence and trust.
6. Collaborates with marketing and communications teams to create meaningful content to the targeted audiences.
7. Models the Auburn Advancement principles of production, collaboration, innovation, and purpose and follow the Auburn Advancement fundraising processes to nurture sustained fundraising growth.

### 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. Degree in Business Administration, Marketing, Communications, Public Relations, or related field is desired. Master's degree is desired.
<b>Experience (yrs.)</b>	10	Experience in fundraising, account management, marketing, public relations, and/or sales experience. Experience in building rapport and establishing cooperative working relationship with donors, colleagues, and external partners.

#### 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, data management, and reporting techniques. Attention to detail and the ability to prioritize and execute multiple projects under demanding deadlines is required. Demonstrated success in growing pipeline.

#### 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 walking, sitting, talking, hearing, .

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

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

Date: 10/13/2021

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