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## Auburn University Job Description

Job Title: **Dir, Principal Gift Operations**

Job Family: No Family

Job Code: **OB14**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

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### Job Summary

Reporting to the Vice President for Philanthropy, the Director of Principal Gift Operations facilitates the acquisition, engagement, stewardship and success of Auburn University's principal gift pipeline by guiding and optimizing the operations of the principal gift workgroup. Partnering across Auburn Advancement and Auburn University, the director facilitates a holistic portfolio strategy for \$1m+ gifts and engagement plans for all principal gift donors and prospects. Builds and guides a transparent, prospect-focused program to deliver a best in class philanthropic relationship with benefactors in support of Auburn Advancement's vision of leading and shaping the future of advancement.

### Essential Functions

1. Executes the creation, implementation, and growth of the principal gift workgroup and leads the operational activities.
2. Facilitates regular strategy sessions, meetings, and pipeline discussions.
3. Serves as the liaison to planning and coordinating with Auburn University's President's Officer for donor engagement, and coordinates leadership travel for Auburn University leaders' donor and prospect engagement.
4. Partnering with advancement colleagues, creates and executes custom engagement strategies and prospect specific events, plans, proposals, and stewardship strategies.
5. Utilizes emerging systems, tools, and technologies to deliver industry leading stewardship and donor success.
6. Monitors and promotes principal gift portfolio metrics and actions to leadership.
7. Maintains a working knowledge of university and high level priorities and funding opportunities.
8. Promotes principal gift portfolio growth by leveraging research, partnerships, and collaboration.

### 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. Desired degrees include Business Administration, Marketing, Communications, Public Relations or related field. Master's degree is desired.
<b>Experience (yrs.)</b>	7	Demonstrated success facilitating the acquisition, engagement and stewardship of a principal/major gift pipeline which includes project management, customer success, and donor relations. Must also include demonstrated success in working with senior leadership.

#### 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 emerging systems, tools, and technologies used to deliver industry leading stewardship and donor success. Working knowledge of higher education funding opportunities and priorities. Knowledge and skill in the identification, tracking, and analysis of principal gift portfolio metrics. Advanced knowledge and ability to create, implement, and grow a principal gift work group. Knowledge of data maintenance best practices and procedures; gift accounting principles, knowledge of IRS, CASE procedures and guidelines relative to gifts, pledges, donor advised funds, and basic finance principles. Ability to build expert relationship skills to identify and cultivates new prospects.

#### 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, talking, hearing, .

Job occasionally requires reaching, climbing or balancing, and lifting up to 10 pounds.

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

Date: 10/15/2021

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