

### JOB INFORMATION

Job Code	OB14
Job Description Title	Dir, Principal Gift Operations
Pay Grade	UA10
Range Minimum	\$80,180
33rd %	\$101,570
Range Midpoint	\$112,260
67th %	\$122,950
Range Maximum	\$144,330
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/15/2021

### JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	

### 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.

### RESPONSIBILITIES

- Executes the creation, implementation, and growth of the principal gift workgroup and leads the operational activities.
- Facilitates regular strategy sessions, meetings, and pipeline discussions.
- 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.
- Partnering with advancement colleagues, creates and executes custom engagement strategies and prospect specific events, plans, proposals, and stewardship strategies.
- Utilizes emerging systems, tools, and technologies to deliver industry leading stewardship and donor success.
- Monitors and promotes principal gift portfolio metrics and actions to leadership.
- Maintains a working knowledge of university and high level priorities and funding opportunities.
- Promotes principal gift portfolio growth by leveraging research, partnerships, and collaboration.
- 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.

### SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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### 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	No specific discipline. Desired degrees include Business Administration, Marketing, Communications, Public Relations or related field. Master's degree is desired.	And	7 years of	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.

### MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.

### MINIMUM LICENSES & CERTIFICATIONS

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

### PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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### 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	
Repetitive Motions		X				
Eye/Hand/Foot Coordination		X				

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### **Vision Requirements:**

Ability to see information in print and/or electronically.