

JOB INFORMATION

Job Code	OB17
Job Description Title	Dir, Alumni Networking and Affinity Programs
Pay Grade	UA09
Range Minimum	\$70,460
33rd %	\$89,250
Range Midpoint	\$98,650
67th %	\$108,040
Range Maximum	\$126,830
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/27/2022

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Alumni Affairs

JOB SUMMARY

Reporting to the Senior Director of Alumni and Gift Success, the Director of Alumni Networking and Affinity Programs develops and collaboratively implements programming to guide and inspire engagement to align with advancement goals. Responsible for strategically developing, implementing, and executing affinity and networking initiatives with a focus on the diverse interests of Auburn University's alumni and friends. An affinity group is any set of alumni who share a common student experience, interest, identity, or purpose, who can be brought together in-person or digitally to engage with each other and with the university.

RESPONSIBILITIES

- Leads the daily operations and implements strategic goals for the development of affinity engagement opportunities.
- Manages the daily operations of a team to include training, conducting formal performance evaluations, and making decisions or having significant input into pay and hiring and firing decisions. Delegates work, as applicable, ensuring accurate and timely completion; assists staff in resolving complex and non-routine issues.
- Identifies, recruits, cultivates, and encourages volunteers to engage in affinity programs that encourage resource development and establish meaningful connections.
- Provides direction and oversight of the Auburn Alumni Association Black Alumni Council and other established affinity leadership groups.
- Works with other advancement staff to ensure all affinity based programs offer high quality and meaningful experiences, are fiscally sound, and effectively reach target audiences through communication and marketing channels to advance objectives.
- 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.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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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.	And	5 years of	Experience in the development, coordination, and/or administration of alumni, advancement, and/or higher education programs. Must have 2 years of experience directly supervising full-time employees. Must have 2 years of experience directly supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge about diversity, equity and inclusion.	
Knowledge of higher education policies and procedures.	
Knowledge of alumni relations, student affairs, annual giving, and development procedures.	
Ability to maintain effective interpersonal relationships.	
Ability to communicate effectively in both oral and written form.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

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.