

## JOB INFORMATION

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|--|---|
| Job Code   | OB23  |
| Job Description Title                                    | Exec Dir, Advancement Compliance & Operations |
| Pay Grade  | UA13  |
| Range Minimum  | \$120,020                                     |
| 33rd %   | \$156,030                                     |
| Range Midpoint   | \$174,030                                     |
| 67th %   | \$192,040                                     |
| Range Maximum  | \$228,040                                     |
| Exemption Status   | Exempt  |
| Organizational use restricted to the following divisions | 109 Senior VP-Advancement                     |
| Approved Date:   | 10/3/2024 9:58:46 AM                          |

## JOB FAMILY AND FUNCTION

|               |                        |
|---------------|------------------------|
| Job Family:   | University Advancement |
| Job Function: | Advancement Operations |

## JOB SUMMARY

Serves as a key internal advisor to Advancement leadership on non-profit organizational governance, regulatory affairs, and operational and donor compliance issues for Auburn University's Advancement and its institutionally related organizations, Auburn University Foundation, Auburn University Real Estate Foundation, and the Auburn Alumni Association.

## RESPONSIBILITIES

- Reviews proposed contracts, leases, and other documents on behalf of Advancement leadership as related to the affiliated organizations.
- Manages all internal Advancement policies and procedures to ensure timely reviews, updates, and consistency with university policies.
- Ensures all organizational formal documents are processed and appropriately maintained in relevant systems.
- Researches and advises Advancement leadership on a wide range of issues including, but not limited to, volunteers, clubs, gift acceptance, sponsorship guidelines, and applicable non-profit regulations. Provides education on specific compliance, governance, and regulatory matters as it relates to the affiliated organizations.
- On behalf of Advancement and the affiliated organizations, draft, review, and/or manage materials related to gifts of real property, including conducting appropriate due diligence and makes recommendations to the VP of Advancement regarding real property contributions, and the retention, development, or sale of properties.
- On behalf of the AU Foundation and other affiliated organizations, responsible for review of gift agreements as appropriate, ensuring university and regulatory compliance as well as with Advancement policies including donor intent.
- Works collaboratively with appropriate university partners and/or Advancement Finance regarding affiliated organization's insurance portfolio.
- As directed by the Vice President for Advancement, partners with Auburn University's Office of the General Counsel, Risk Management and the Office of Governmental Relations on formal matters related to advancement and fundraising.
- Assists Advancement leadership with formal requests including donor and gift record requests involving the Auburn University Foundation, Auburn University Real Estate Foundation, and Auburn Alumni Association. Ensures appropriate referrals to the university's General Counsel Office and/or external legal counsel on an ongoing basis.
- Provides guidance on compliance issues, including, but not limited to, record retention, donor intent, state charitable solicitation registration, and similar governance best practices.

## RESPONSIBILITIES

- Responsible for ensuring affiliated organization corporate filings in Alabama and assists with state registrations nationally where compliance may be required.
- Proactively reviews potential implications of donor and data privacy and other laws impacting the Advancement function, the AU Foundation and/or the affiliated organizations.
- Attends management or department-level meetings, as required.

## SUPERVISORY RESPONSIBILITIES

|                            |                                  |
|----------------------------|----------------------------------|
| Supervisory Responsibility | No supervisory responsibilities. |
|----------------------------|----------------------------------|

## 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   |  |
|-----------------|---|--|---------------------|---|--|
| Master's Degree | Business, Finance, Public Relations, Communications, Marketing, or related field. |  | 8 years of          | Experience in non-profit governance, regulatory affairs, or compliance. |  |
| Juris Doctorate | Desired   |  |                     | Experience as an attorney at law desired.                               |  |

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

|                            |  |
|----------------------------|--|
| Physical Demands Category: |  |
|----------------------------|--|

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-----------------|-------|--------|--------------|------------|------------|--------|
|                 |       |        |              |            |            |        |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
|                   |       |        |              |            |            |