

### JOB INFORMATION

|                       |                                |
|-----------------------|--------------------------------|
| Job Code              | OB26                           |
| Job Description Title | Regional Engagement Officer II |
| Pay Grade             | UA07                           |
| Range Minimum         | \$55,890                       |
| 33rd %                | \$68,930                       |
| Range Midpoint        | \$75,450                       |
| 67th %                | \$81,970                       |
| Range Maximum         | \$95,010                       |
| Exemption Status      | Exempt                         |
| Approved Date:        | 6/20/2024 3:42:12 PM           |

### JOB FAMILY AND FUNCTION

|               |                        |
|---------------|------------------------|
| Job Family:   | University Advancement |
| Job Function: | Donor Relations        |

### JOB SUMMARY

Reporting to the Executive Director, Alumni Engagement, the Regional Engagement Officer plays a pivotal role in fostering meaningful connections between Auburn University and Auburn Alumni. This role involves cultivating deeper connections and understanding individualized Auburn-based affinity through more sophisticated pathways for involvement, volunteering, and giving. The Regional Engagement Officer will facilitate engagement initiatives within a specific geographic region and act as an advisor for Auburn Clubs, Alumni Affiliates, and Councils.

### RESPONSIBILITIES

- Promote the engagement, involvement, and retention of Auburn alumni and stakeholders through strategic outreach and engagement.
- Serve as a primary liaison for a designated geographic region of Auburn stakeholders, with minimal supervision.
- Execute engagement initiatives that bolster philanthropic support and strengthen relationships with alumni, donors, faculty, staff, and students.
- Promote engagement through established volunteer networks to cultivate affinity to the institution.
- Serve as Auburn Advancement advisor for volunteer leaders in Auburn Clubs, Alumni Affiliates, and Councils.
- Represent Auburn Advancement at regional events and host engagement opportunities across an assigned region.
- Partner with volunteer leaders to leverage volunteer-driven pathways for engagement and involvement, while deploying additional initiatives to activate new pathways for engagement.

### 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  |
|-------------------|---|-----|---------------------|--|
| Bachelor's Degree | Degree with no specific discipline is required. Degree in Non-Profit Studies, Public Administration, Communications, or Business Administration is desired. | and | 3 years of          | Experience with community initiatives, events, communications, public relations, or donor relationship management is required. |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

|   |  |
|---|--|
| Knowledge of engagement strategies and philanthropic principles.  |  |
| Knowledge of best practices related to volunteer programs and services.   |  |
| Knowledge and experience with CRM or donor management software.   |  |
| Excellent communication and interpersonal skills.   |  |
| Demonstrated ability to work independently and manage multiple projects.  |  |
| Ability to set and meet individual goals related to pipeline expansion, pathway identification, and individualized referrals for alumni and donors to deepen involvement and investment through Auburn. |  |
| Willingness to travel and work flexible hours, including evenings and weekends.   |  |

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

### 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 temperatures |       | X      |              |            |            |

# WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Hazards           |       | X      |              |            |            |
| Wet and/or humid  |       | X      |              |            |            |
| Noise             |       | X      |              |            |            |
| Chemical          |       | X      |              |            |            |
| Dusts             |       | X      |              |            |            |
| Poor ventilation  |       | X      |              |            |            |

**Vision Requirements:**  
No special vision requirements.

**Travel Requirements:**  
In-State; Domestic