AUBURN
Human Resources

Dir, Corporation & Community Partnerships

Job Description

JOB INFORMATION

Job Code	CA16
Job Description Title	Dir, Corporation & Community Partnerships
Pay Grade	OP11
Range Minimum	$62,360
33rd %	$76,910
Range Midpoint	$84,190
67th %	$91,460
Range Maximum	$106,010
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/14/2022

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Engagement

JOB SUMMARY

Reporting to the Vice President for University Outreach & Associate Provost, the Director of Corporation and Community Partnerships is responsible building and formalizing relationships with local, state, and national partners for the purpose of advancing the outreach mission of Auburn University through financial resource development.

RESPONSIBILITIES

- Builds relationships by developing and promoting interactions with local, state, and national corporate and community partners to support Outreach programs and activities.
- Develops and executes strategic plan to advance Outreach programs and activities in coordination with all Outreach Directors, Vice President, and Assistant Vice President.
- Coordinates grant development workshops as well as other development training opportunities for unit directors.
- Oversees and directs campaigns and/or presentation proposals related to Outreach funding priorities.
- Oversees the development and distribution of promotional materials for all Outreach unit activities and programs to support key university outreach priorities.
- Prepares and distributes reports related to outreach impact, financial acquisitions, and programs and activities developed as a result of financial acquisitions.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

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.

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 to 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	Degree in Business Administration, Marketing, Communications, Public Relations, Higher Education Administration or related field.	and	5 years of	Experience in developing partnerships for the purpose of programmatic advancement and a demonstrated record of success in securing external funding for organizations in higher education.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Extensive knowledge of all Outreach departments, programs, and functions.	
Knowledge of IRS gift regulations, fundraising techniques and strategies and accounting and budgeting principles and practices.	
Ability to plan and implement fundraising programs and marketing strategies.	
Strong written and verbal communication, relationship building skills, presenting in front of large groups, and event planning skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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