AUBURN
Human Resources

Managing Dir, Women's Philanthropy Board

Job Description

JOB INFORMATION

Job Code	CA72
Job Description Title	Managing Dir, Women's Philanthropy Board
Pay Grade	OP10
Range Minimum	$55,430
33rd %	$68,370
Range Midpoint	$74,830
67th %	$81,300
Range Maximum	$94,230
Exemption Status	Exempt
Organizational use restricted to the following divisions	146 College of Human Sciences
Approved Date:	2/13/2026 10:42:59 AM

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Engagement

JOB SUMMARY

Provides strategic leadership for the Women's Philanthropy Board (WPB) in the College of Human Sciences, advancing the organization's goals in communication, education, research, community engagement, and program quality. Oversees program development, implementation, evaluation, and stakeholder relationships to strengthen impact and long-term sustainability.

RESPONSIBILITIES

- Provides strategic leadership for the design, planning, and execution of annual educational outreach programs and engagement events. Develops and implements strategies to expand participation, enhance visibility and impact, and ensure the long-term financial sustainability of all initiatives.
- Serves as the primary liaison to Women’s Philanthropy Board (WPB) members, partners, and the WPB Executive Committee. Collaborates with the college’s development team to identify, cultivate, solicit, and secure WPB memberships, partnerships, and major or endowed gifts. Delivers high-quality stewardship through personal visits, calls, written communication, and ongoing relationship management.
- Leads the creation, editing, design, and management of communications across print and digital platforms. Produces press releases, event invitations and programs, marketing materials, event collateral, sponsor recognition assets, and social media campaigns to strengthen engagement and brand consistency. Develops and delivers presentations to promote the organization. Ensures alignment with Office of Communications and Marketing (OCM) standards and secures required approvals and vendor printing quotes.
- Supervises and mentors full-time, part-time, and student employees. Provides guidance, task coordination, and professional development opportunities to support program excellence, employee growth, and overall team satisfaction.
- Oversees all program and event logistics, including annual calendar development, speaker and topic selection, contract negotiation, venue and vendor coordination, sponsorship and ticket pricing, online marketplace creation and review, RSVP monitoring, and script development.
- Develops, manages, and monitors WPB budgets and expenditures. Prepares profit/loss projections and oversees financial components related to sponsorships, ticketing, and event revenue.
- Assesses program effectiveness through participant feedback, data analysis, and outcome measurement. Uses findings to guide strategic planning, enhance future initiatives, and prepare annual reporting, including year-in-review publications and Executive Committee updates.

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	
Bachelor's Degree	no specific discipline required	and	5 years of	experience coordinating outreach programs, events, and stakeholder engagement including donor or board relations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of program development, event management, and educational outreach practices	
Knowledge of fundraising principles and donor relations	
Strong communication and marketing skills	
Skilled in relationship building and stakeholder engagement	
Ability to plan, coordinate, and execute complex programs and events	
Ability to analyze data and evaluate program effectiveness	

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			25 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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, should have depth perception and the ability to distinguish colors.

Travel Requirements:

In-State