AUBURN
Human Resources

Sr Exec, Advancement Boards

Job Description

JOB INFORMATION

Job Code	DB46
Job Description Title	Sr Exec, Advancement Boards
Pay Grade	AS13
Range Minimum	$60,040
33rd %	$76,060
Range Midpoint	$84,060
67th %	$92,070
Range Maximum	$108,080
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	4/13/2026 3:22:30 PM

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Administrative Support

JOB SUMMARY

This position provides leadership and operational oversight for the Auburn University Foundation Board and the Auburn Alumni Association Board of Directors. This role serves as the primary governance and administrative liaison for Advancement boards, ensuring effective board operations, regulatory compliance, and alignment with institutional priorities. The Senior Executive, Advancement Boards partners closely with Advancement leadership and board leadership to manage board processes, meetings, nominations, records, and strategic initiatives. The role exercises significant autonomy and discretion in handling sensitive governance matters, board relations, and institutional priorities.

RESPONSIBILITIES

- Advises on bylaws, policies, governance practices, and board procedures for the Auburn University Foundation and Auburn Alumni Association Boards.
- Leads planning and execution of all board and committee meetings, including agendas, materials, logistics, follow-up actions, and official recordkeeping.
- Oversees preparation and management of board materials and records, ensuring accuracy, confidentiality, regulatory compliance, and institutional continuity.
- Directs board member lifecycle processes, including nominations, succession planning, onboarding, evaluations, and committee assignments.
- Serves as the primary liaison between board leadership, Advancement leadership, and key institutional stakeholders.
- Drafts and prepares executive-level correspondence, briefing materials, and governance communications for board and Advancement leadership.
- Manages board-related budgets, expenses, vendors, and administrative operations, ensuring compliance with institutional and Foundation financial policies.
- Develops and maintains governance documentation and systems, including bylaws, charters, board policies, and digital board platforms.
- Partners on strategic board initiatives and special projects, including governance modernization, board engagement strategies, and institutional priorities.
- Exercises independent judgment and discretion in handling sensitive governance matters, confidential communications, and executive-level board interactions.

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	with no specific discipline.	and	8 years of	experience as an Executive Administrative Assistant with progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Comprehensive understanding of nonprofit board governance, bylaws, policies, and regulatory requirements, particularly within higher education advancement and foundation environments.	
Ability to develop executive-level communications and build effective partnerships with board members, senior leadership, and institutional stakeholders.	
Ability to manage complex board operations, oversee processes and records, and exercise discretion and sound decision-making in sensitive, high-level governance matters.	

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		

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.

Travel Requirements:

None Required