AUBURN
Human Resources

# Sr Dir, Advancement Compliance

Job Description

## JOB INFORMATION

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| Job Code | KA14 |
| Job Description Title | Sr Dir, Advancement Compliance |
| Pay Grade | FO13 |
| Range Minimum | $85,560 |
| 33rd % | $108,380 |
| Range Midpoint | $119,790 |
| 67th % | $131,200 |
| Range Maximum | $154,020 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 2/21/2023 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Financial & Business Operations |
| Job Function: | Business Administration |

## JOB SUMMARY

Reporting to the Chief Advancement Operations and Strategy Officer, the Senior Director of Advancement Compliance serves as a key resource to advancement staff and campus administrators, ensuring that donor funds are successfully expended and spent according to donor intent agreements. Works collaboratively with Advancement Finance, Donor Relations, Philanthropy, and university partners, including deans, departments chairs, the endowment office, and the provost's office to maximize fund use and ensure donor compliance and stewardship.

## RESPONSIBILITIES

- Develops and manages a comprehensive process to identify accounts where the use of donor funds can be maximized, creating spending plans with campus partners, and works with Advancement colleagues to ensure that donor intent is accurately reflected and managed.
- Conducts account reviews with campus administrators to ensure understanding of available funds and how to follow donor intent related to accounts under their administration. Creates an ongoing process to maintain account review systems on an annual basis with Advancement and campus staff.
- Collaborates with development officers to ensure sound understanding of donor intent with regards to spending at the University.
- Develops spending plans and supervises collaborative strategy meetings with development staff and other representatives to ensure donor funds are spent appropriately and in a timely manner.
- Performs analysis on the spending of donor funds in aggregate and by department. Reviews data to identify trends at the university that can be used to educate campus administration.
- Effectively communicates the findings from periodic and ad hoc financial reviews on funds.
- Develops resources tailored to enhancing development staff understanding of key spending issues.
- Proposes long-term solutions planning for systems, technology, and business processes, including, but not limited to, financial management tools to provide visibility to donor intent and fund availability to Advancement and campus staff.

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

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## 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 | Degree in Accounting or Finance | and | 10 years of | Exempt-level experience in accounting, financial management, and business operations showing progressively increasing levels of responsibility and accountability. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Extensive knowledge and understanding of university and foundation financial practices. | |
| Knowledge of accounting principles and practices, budget principles and practices, and the analysis and reporting of financial data. | |
| Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, leadership techniques, and coordination of people and resources. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| Certified Public Accountant (CPA) | in the State of AL desired. | Upon Hire | Desired | |

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| 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 | | |
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

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