AUBURN
Human Resources

VP, Philanthropy
Job Description

JOB INFORMATION

Job Code	OA01
Job Description Title	VP, Philanthropy
Pay Grade	UAUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	3/2/2026 11:41:52 AM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Major & Principal Gifts

JOB SUMMARY

The Vice President for Philanthropy provides both university-wide and divisional-level leadership in growing philanthropic support for Auburn University. Serving as a member of Auburn Advancement leadership, the VP drives development officer performance, builds the donor base for support to earn benefactor loyalty, and serves as a strategic partner to the Senior Vice President in planning, executing, and overseeing comprehensive campaign efforts, ensuring alignment across units and delivering on fundraising goals. In addition, serves as Vice President for the Auburn University Foundation Board, providing leadership and partnership to advance the Foundation's mission in support of the university's priorities.

RESPONSIBILITIES

- Leads and directs all fundraising teams for Auburn University, coaches fundraising staff, and builds partnerships with campus leaders to increase philanthropic support for Auburn University.
- Responsible for new program development and assessment regarding principle gifts, pipeline growth, and donor success.
- Serves as an executive liaison to the development committee of the Auburn University Foundation (fiduciary governing agency).
- Utilizes data, systems, and technology to cultivate a robust prospect pool and innovative strategy to nurture sustained fundraising growth.
- Grows and maintains donor relationships as well as partnerships with academic and university leaders to earn confidence and trust.
- Collaborates with all university partners (employees, alumni, friends, etc.) to efficiently and effectively meet Advancement needs.
- Builds organizational commitment to values, culture, and employee engagement. Drives a high-performance culture focused on aspirational goals, results, and constant improvement.
- Leads the collection, tracking, and analysis of fundraising performance metrics to reach established goals and presents relevant data to stakeholders.
- Travels regularly to call on donors, prospects and coach fundraising staff.
- Identifies, develops, and mentors talent within reporting lines and across the organization with a focus on succession planning. Leads, supervises, and directs a leadership team responsible for collegiate programs, regional development, major gifts, philanthropy communications, principle gift workshop operations, gift planning, and campaign operations.

RESPONSIBILITIES

- Partners with the Senior Vice President to execute Auburn University's comprehensive campaign, ensuring integration of fundraising priorities, operational readiness, and strategic donor engagement across all campaign phases.
- Provides leadership in campaign planning and execution, including setting goals, overseeing campaign committees, developing case statements, and aligning unit fundraising strategies with institutional priorities.
- Leads change initiatives with an emphasis on organizational growth and performance.

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	Supervises others with full supervisory responsibility.

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	10 years of	experience leading or managing a large and complex fundraising organization with proven success in developing fundraising strategies and operational plans to increase philanthropy, engage constituents, and exceed annual fundraising goals, and proven success in cultivating and soliciting major and principal gifts from individual and corporate prospects.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Internal Revenue Service (IRS) gift regulations, fundraising techniques and strategies, and accounting and budgeting principles and practices.	
Ability to plan and implement fundraising programs and marketing strategies.	
Demonstrated deep understanding of organization and cultural philanthropy, using a proactive, innovative, and entrepreneurial approach to fundraising.	
Ability to develop and sustain strong relationships with donors, the AU Board of Directors, and senior leadership.	
Skills to manage and implement change, as well as motivate and mentor staff while increasing performance.	
Flexibility and the demonstrated ability to think creatively and thrive in a fast-paced, complex social enterprise environment, juggling numerous projects and satisfying varied constituencies simultaneously.	
Must be an outstanding communicator and possess excellent written and verbal communication skills; interpersonal skills; and the ability to work collegially and interact effectively with a diverse constituency.	
An appreciation for and support of diversity in the workplace in all its forms; proven success working with stakeholders; excellent strategic planning and project management skills; experience in a data-driven environment; organizational skills; and the ability to lead, influence, and motivate others are required.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.		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			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

In-State; Domestic