AUBURN
Human Resources

SVP, Advancement

Job Description

JOB INFORMATION

Job Code	OA04
Job Description Title	SVP, Advancement
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:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/6/2022

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Engagement, Annual Giving, & Campaign

JOB SUMMARY

Reporting to Auburn University's President, the Senior Vice President of Advancement is a member of the President's cabinet, and responsible for building and establishing strong relationships with the university Board of Trustees, the Auburn University Foundation board, the Auburn University Alumni Association and its board, the deans of all the university's colleges and the athletic foundation. Provides visionary and strategic leadership and guidance to the departments of Philanthropy, Engagement & Alumni Association, and Communications and Marketing, Operations & Strategy, and Talent & Culture in accordance with Advancement's mission, vision and strategic plan. Drives meaningful engagement and enhances donor experience, delivering value, success and promoting life-long affiliation and ownership with alumni, parents, donors, friends, and fans of Auburn.

RESPONSIBILITIES

- Sets the strategic direction, alignment, and integration of wide-ranging externally facing programs while providing broad direction internally to develop and sustain services and support for both campus and internal partners.
- Provides strategic leadership and oversight for the Advancement organization, including Philanthropy, Engagement & Alumni Association, Communications and Marketing, Operations & Strategy, and Talent & Culture. Leads an organization of approximately 200 employees with an annual budget of approximately $14 million to develop and sustain the university’s integrated and comprehensive internal and external philanthropy and engagement activities.
- Leads the Advancement team to cultivate, solicit, and steward individuals, and provides strategic direction and operations for fundraising programs for the University including responsibility for annual giving, corporate, major gifts and gift planning, endowment, capital campaigns, and alumni and constituent relations efforts, stewardship, and advancement services.
- Sets strategic fundraising priorities, annual goals and the evaluation of programs that enable each campus to achieve their strategic goals. Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement. Plans, coordinates, and assures implementation of strategies to develop donors and contributions to support the University.
- Creates a vision and understanding of the importance for centralized services such as: talent & culture management, advancement services, and operations, finance, and strategy in support of the ongoing system-wide programs of engagement & alumni relations and philanthropy.

RESPONSIBILITIES

- Keeps informed of developments in philanthropy and engagement; informs the President, executive committees, Foundation Board, and Alumni Board of current trends, issues, problems and activities in order to facilitate policy making. Recommends policy positions concerning philanthropy and engagement.
- Builds and establishes strong relationships with key internal and external stakeholders to include the university Board of Trustees, the Auburn University Foundation board, the Auburn University Alumni Association and its board, the deans of all the university's colleges, and the athletic foundation.
- Builds organizational commitment to values, culture, and employee engagement. Drives a high performance culture focused on aspirational goals, results, and constant improvement.
- Sets the expectation for the use of a structured and data-driven process in the establishment and management of unit goals and budgets.
- The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.

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	in Business Administration, Marketing, Communications, Public Relations, or related field. Master's degree is preferred.	and	10 years of	Demonstrated successful and progressively responsible leadership experience within a university advancement organization. Experience participating in a significant comprehensive campaign, if possible at the billion-dollar+ level. At least 5 years' experience successfully supervising full-time professional advancement employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Maintaining understanding current best practices in Advancement.	And
Knowledge of all major advancement functions and a track record of significant personal success in donor cultivation, solicitation, and stewardship at principal gift levels.	And
Strong analytical, managerial, and strategic planning skills.	And
Highest level of integrity and unwavering commitment to high ethical standards.	And
Understanding, awareness, and passion for the mission of public land-grant institutions.	And
Firm commitment to diversity, equity, inclusion, and creating a sense of belonging on the advancement team.	And
Exceptional communication and negotiation skills; exemplary interpersonal and listening skills.	And
Political savvy, honesty, truthfulness, flexibility, and cultural agility, as well as the desire and ability to build bridges and create genuine collaborative relationships across all university constituencies is imperative.	And
Ability to work both independently and collaboratively.	And

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to work with sensitive information and maintain confidentiality.	And
Ability to travel.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

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.