AUBURN
Human Resources

VP, Advancement & Chief Operations & Strategy Officer

JOB INFORMATION

Job Code	OA14
Job Description Title	VP, Advancement & Chief Operations & Strategy Officer
Pay Grade	UAUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Exempt
Approved Date:	11/11/2025 3:52:29 PM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Advancement Operations

JOB SUMMARY

The Vice President of Advancement and Chief Operations and Strategy Officer provides both university-wide and divisional scope level leadership in developing, communicating, executing and sustaining Auburn Advancement's strategic direction. This position is a critical leader on the Advancement team, the University, and the three nonprofit affiliated organizations (AUF, AUREF, AAA). Working in close partnership with the Senior Vice President for Advancement, drives production, innovation, and institutional alignment.

RESPONSIBILITIES

- Develops strategic initiatives to drive growth for Auburn Advancement in support of the University’s priorities.
- Provides leadership oversight to the operational leaders of Advancement Finance, Advancement IT, Portfolio Strategy, Compliance, Real Estate and Building Operations.
- Oversees the functions that support the work of the AU Advancement organization, including Advancement budget, gift accounting, financial reporting and analysis, constituent data, data insights, Advancement business systems, Advancement technology services, fund compliance, facilities management, prospect & pipeline management, real estate portfolio, and legal compliance as related to contacts and the nonprofit organizations.
- Serves as the Chief Operating Officer of the AU Foundation, AU Real Estate Foundation, and the Auburn Alumni Association. Provides ongoing support and guidance to the SVP as well as to the boards.
- Champions organization development and change management practices to ensure a future-focused Advancement program, identifying and recommending innovative solutions that enhance Advancement outcomes.
- Develops and sustains an active strategic plan for the Advancement organization.
- Serves on the Advancement leadership team, engaging all departments and partnering to maximize relationships and deliver outcomes by providing guidance on Advancement strategy and data-driven insights.
- Serves as the key contact for external professional legal services on behalf of the nonprofit organizations, particularly general counsel for the AU Foundation to ensure compliance with laws, regulations, and policies.
- Provides oversight of the Advancement operating budget and AU Foundation accounts and expenditures.
- 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.
- Builds and nurtures relationships with advancement leaders, campus leaders, board members, and partners.
- Leads and manages high-impact special projects as assigned by the SVP, including cross-unit initiatives and strategic opportunities.

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	No specific discipline. Degree must be from an accredited institution.	and	10 years of	Experience in higher education, including Advancement-related functions. Desired experience with business, administration, finance, marketing, analytics, and strategy. At least 5 years of leadership experience and supervising full-time employees.	And

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of Internal Revenue Service (IRS) gift regulations related to the tax deductibility of gifts; CASE Standards; VSE reporting.	
Working knowledge fundraising techniques and strategies, accounting and budgeting principles and practices, and effective leadership practices.	
Knowledge of core marketing principles, strategies, and best practices as well as marketing and communications mediums.	
Strong interpersonal and communication skills and thorough knowledge of business English, spelling, grammar.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.