AUBURN
Human Resources

Dir, Donor Relations

Job Description

JOB INFORMATION

Job Code	OA16
Job Description Title	Dir, Donor Relations
Pay Grade	UA09
Range Minimum	$72,570
33rd %	$91,920
Range Midpoint	$101,600
67th %	$111,270
Range Maximum	$130,620
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	6/3/2026 2:14:34 PM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Donor Relations

JOB SUMMARY

Provides strategic leadership, operational oversight, and functional management for a comprehensive, university-wide donor relations and stewardship program. Oversees donor engagement, recognition, reporting, and compliance activities to ensure the University demonstrates accountability, fulfills donor intent, and delivers a high-quality donor experience. Leads the Donor Relations team and collaborates with campus partners to advance stewardship strategy, ensure fiduciary responsibility, and support institutional advancement goals.

RESPONSIBILITIES

- Provides strategic leadership and sets the vision for a comprehensive, university-wide donor relations and stewardship program that promotes donor engagement, recognition, and retention aligned with the University mission.
- Leads and manages the Donor Relations team with full supervisory responsibility, ensuring effective execution of stewardship programming, reporting, and operational functions.
- Establishes priorities, goals, and performance metrics for donor relations initiatives and evaluates outcomes to support continuous improvement and donor retention.
- Provides oversight and establishes standards for core donor relations functions, including gift acknowledgments, gift and naming agreements, endowment reporting, and scholarship impact reporting.
- Ensures donor funds are administered in accordance with donor intent and institutional policies, maintaining fiduciary responsibility and resolving complex compliance or policy issues.
- Leads the development, implementation, and continuous improvement of donor relations processes, systems, and workflows to ensure accuracy, consistency, and efficiency across the function.
- Serves as the institutional expert in donor stewardship and principal gift stewardship, advising Advancement leadership and campus partners on strategy, policy, and best practices.
- Collaborates with key stakeholders (e.g., Advancement Finance, General Counsel, Scholarship Office, Endowment Management) to ensure compliance, effective fund management, and accurate donor reporting.
- Leads or supports enterprise initiatives and special projects impacting donor relations, including system implementations, process redesign, and cross-functional efforts.
- Provides strategic oversight of donor recognition programs, donor societies, and stewardship events to ensure a high-quality, consistent donor experience aligned with institutional priorities.

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	7 years of	Experience in a comprehensive donor relations/stewardship program or development, alumni or university relations program, membership organization, or communications and marketing firm with proven leadership success.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundraising programs, marketing strategies, data gathering, and management techniques.	
Excellent written and verbal communication skills for donor-facing and internal audiences.	
Ability to think long-term and align donor relations strategy with institutional mission.	

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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.