AUBURN
Human Resources

Exec Dir, Development

Job Description

JOB INFORMATION

Job Code	OA18
Job Description Title	Exec Dir, Development
Pay Grade	UA14
Range Minimum	$143,390
33rd %	$186,410
Range Midpoint	$207,920
67th %	$229,430
Range Maximum	$272,440
Exemption Status	Exempt
Approved Date:	11/17/2025 4:09:34 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Executive Director, Development provides strategic leadership and oversight for a development office in a large college. This role is responsible for managing a team of 8 or more development professionals and/or achieving a unit fundraising goal of $20M+ annually. The Executive Director partners closely with senior university leadership to align fundraising strategies with institutional priorities, leads high-level donor engagement, and ensures the successful execution of major campaigns. This position operates with a high degree of autonomy and visibility, representing the university in key philanthropic relationships and strategic planning efforts.

RESPONSIBILITIES

- Provides strategic direction and leadership for all development operations within the assigned unit, ensuring alignment with institutional advancement goals.
- Oversees a large team of development professionals, fostering a high-performance culture through mentorship, accountability, and professional development.
- Leads the design and execution of comprehensive fundraising strategies, including major and principal gift solicitations, campaign planning, and donor stewardship.
- Collaborates with deans, directors, and university leadership to identify funding priorities and integrate development efforts into broader institutional strategies.
- Represents the university in high-level donor engagements, cultivating and soliciting transformational gifts.
- Develops and monitors the unit’s development budget, ensuring strategic resource allocation to support fundraising objectives.
- Establishes and tracks performance metrics for the unit, ensuring progress toward ambitious fundraising goals.
- Serves as a key advisor to the Assistant and Associate Vice Presidents for Advancement, contributing to enterprise-wide development strategy and planning.
- Maintains a personal portfolio of high-capacity prospects and donors, with a focus on securing leadership-level gifts.
- Operates with a high level of independence, requiring frequent travel and engagement during non-traditional hours.

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	12 years of	experience in fundraising, marketing, sales, or public relations.	

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.	

MINIMUM LICENSES & CERTIFICATIONS

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