AUBURN
Human Resources

Sr Dir, Development

Job Description

JOB INFORMATION

Job Code	OA33
Job Description Title	Sr Dir, Development
Pay Grade	UA13
Range Minimum	$123,610
33rd %	$160,700
Range Midpoint	$179,240
67th %	$197,780
Range Maximum	$234,860
Exemption Status	Exempt
Approved Date:	11/17/2025 4:12:16 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Senior Director, Development, oversees a team of development professionals responsible for securing major and principal gifts. This role typically oversees a team of 8 or more or is accountable for achieving a unit fundraising goal of $10M+ annually. The Senior Director provides strategic direction, fosters strong partnerships with academic leadership, and ensures alignment of fundraising efforts with institutional priorities. This position plays a critical role in campaign planning, staff development, and donor engagement at the highest levels.

RESPONSIBILITIES

- Develops a personal prospect portfolio and travels to meet with donors and potential donors to secure major gifts in support of fundraising goals and objectives.
- Creates and fosters an environment conducive to high performance and team cohesion; mentors and manages staff with clear monthly goals and annual performance reviews; develops performance plans and conducts evaluations.
- Assesses the effectiveness of staff, processes, procedures, resource allocation, and strategies. Leads constructive change through collaborative, inspiring approaches and builds a high-performing team through clear expectations and accountability.
- Builds authentic, professional relationships with key volunteer leadership groups, including campaign committees and advisory councils, ensuring their work supports the goals of the dean and the unit.
- Monitors progress toward individual and unit goals by tracking monthly gift/pledge totals. Guides staff in developing effective, individualized solicitation strategies that lead to successful gift closures.
- Develops and fosters a strong partnership with the dean/director of the unit, ensuring their active involvement in the development process and leveraging their strengths in fundraising efforts.
- Meets regularly with the Associate VP for Constituent Development to review team and individual staff performance.
- Develops proposals and presentation materials related to top fundraising priorities to keep top prospects informed and engaged.
- Identifies and resolves barriers to team or unit success in collaboration with Development leadership and the unit’s dean/director.
- Develops and monitors the approved operating budget, ensuring strategic resource allocation to support desired outcomes.
- Operates with a high level of autonomy in a role that is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business 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	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	and	10 years of	experience in fundraising, marketing, sales, or public relations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Extensive understanding of development principles, strategies, theories, techniques and systems, including donor records/CRM systems.	
Extensive knowledge of management/supervisory practices and principles.	

MINIMUM LICENSES & CERTIFICATIONS

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