AUBURN
Human Resources

Dir, Engagement & Donor Relations

Job Description

JOB INFORMATION

Job Code	OA50
Job Description Title	Dir, Engagement & Donor Relations
Pay Grade	UA10
Range Minimum	$83,450
33rd %	$105,710
Range Midpoint	$116,840
67th %	$127,960
Range Maximum	$150,220
Exemption Status	Exempt
Organizational use restricted to the following divisions	128 Samuel Ginn Col of Engineering
Approved Date:	3/27/2026 10:37:28 AM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Donor Relations

JOB SUMMARY

Reporting to the Executive Director of Development, the Director of Engagement and Donor Relations provides strategic leadership, direction, and operational oversight for alumni engagement, donor relations, stewardship, annual giving engagement programs, and signature events within the Samuel Ginn College of Engineering. Develops and implements strategies that strengthen alumni connection, enhance donor relationships, and support philanthropic participation while advancing the college's mission and fundraising priorities. Oversees the daily operations of the Engagement and Donor Relations function, manages key engagement initiatives and councils, and ensures a cohesive and high-quality alumni and donor experience through programs, events, and communications.

RESPONSIBILITIES

- Provides strategic leadership, planning, and oversight for alumni engagement, stewardship, and donor relations initiatives, including events and programs designed to strengthen alumni relationships, enhance donor experiences, and increase philanthropic participation.
- Directs the day-to-day operations and performance of the Engagement and Donor Relations team, including supervision of full-time staff, students, and interns. Additionally, handles the development of performance plans and reviews, budget oversight, and ensures the timely execution and evaluation of engagement initiatives and events.
- Oversees the planning and execution of high-profile college, donor, and alumni events at the direction of the Dean of the Samuel Ginn College of Engineering, serving as the college’s lead resource for event strategy, consultation, and execution standards.
- Provides strategic oversight for the college’s annual giving engagement programs, including EAGLE Society, Sam’s Circle, and Tiger Giving Day, ensuring consistent messaging, branding, and a cohesive donor experience across all annual giving channels.
- Manages engagement initiatives for key alumni leadership groups, including the Samuel Ginn College of Engineering Young Alumni Council, cultivating future alumni leaders, advocates, and philanthropic supporters.
- Leads the collection, analysis, and interpretation of engagement and donor relations data to inform strategic planning, guide decision-making, and measure the effectiveness and impact of programs, events, and communications.
- Oversees the development of reports, presentations, and communications for key stakeholders, including the Auburn University Engineering Alumni Council, Engineering Departmental Councils, Auburn University leadership, and other internal and external audiences.

RESPONSIBILITIES

- Manages athletic ticketing operations for the college, including ticket distribution and utilization in alignment with the college's strategic priorities, and collaborates with Athletics and external partners to provide a seamless experience for donors and alumni.
- Serves as a liaison with Central Engagement, Donor Relations, and Events & Experiences teams and contributes to cross-functional initiatives and special project committees to support university-wide advancement strategies.
- Represents the Samuel Ginn College of Engineering in national advancement initiatives, including service on the Engineering Development Forum (EDF) Board, and supports Auburn University's role as host of the EDF Annual Conference.

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	no specific degree	and	7 years of	experience in alumni engagement, donor relations, stewardship, or program or event management. At least two years of experience supervising full-time employees	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of all aspects of fundraising, donor relations, and stewardship concepts, principles, procedures, and techniques.	
Knowledge of business and formal etiquette when communicating and interacting with all levels of donors.	
Leadership skills, time-management skills, budget planning skills and excellent verbal and written communication skills.	
Ability to be a team player in a collaborative, fast-paced environment.	

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.