AUBURN
Human Resources

# Spec, Engagement Programs

Job Description

## JOB INFORMATION

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| Job Code | OA60 |
| Job Description Title | Spec, Engagement Programs |
| Pay Grade | UA05 |
| Range Minimum | $50,770 |
| 33rd % | $59,230 |
| Range Midpoint | $63,460 |
| 67th % | $67,690 |
| Range Maximum | $76,150 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 2/21/2023 |

## JOB FAMILY AND FUNCTION

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| Job Family: | University Advancement |
| Job Function: | Engagement, Annual Giving, & Campaign |

## JOB SUMMARY

The Engagement Program Specialist engages alumni, donors, students, parents, and staff to cultivate and solicit philanthropic support. Serves as a liaison to donors and stakeholders to continue to sustain fundraising success and increase engagement and awareness of programs and departments. Responsible for sharing updates and the specific needs of the various departments with the goal of elevating the Auburn Student Experience.

## RESPONSIBILITIES

- Identifies, recruits, cultivates, and encourages volunteers to engage in interest aligned programs that encourage resource development and establish meaningful conversations.
- Engages with alumni, donors, students, parents, and staff to increase engagement and awareness of programs and departments. Creates, plans, and coordinates events to engage the various groups.
- Refers individuals, corporations, or groups that qualify as prospective donors and ensures information is forwarded to relevant Development Officers.
- Collaborates with Advancement partners to maintain records, reports, and information on alumni, friends, corporations, and foundations. Enters and keeps records for key Alumni and other constituents.
- Communicates opportunities of participation to alumni and friends by regular engagement through telephone calls, emails and other correspondence.
- Establishes and enhances partnerships within the specific unit and across Advancement by providing updated content regarding aspects of key programs and services.
- Works in partnership with the engagement team in efforts to recognize alumni, key volunteers, donors, and ensures coordination and timing of messaging.
- 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.

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

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## 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 | 2 years of | Experience in program coordination or management. Experience in a fundraising environment desired. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| General knowledge of event planning and coordination. Knowledge of general office practices, knowledge of basic math, and University policies and procedures. Ability to synthesize, clearly articulate, and effectively convey information to a variety of stakeholders. Ability to communicate effectively, maintain complex scheduling and calendars, strong interpersonal and organizational skills. | |

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

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| 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 | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Noise | | | | X | |
| Hazards | | | | X | |
| Temperature Change | | | | X | |
| Atmospheric Conditions | | | | X | |
| Vibration | | | | X | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically. |