AUBURN
Human Resources

Auburn Giving Officer I

Job Description

JOB INFORMATION

Job Code	OA66
Job Description Title	Auburn Giving Officer I
Pay Grade	UA06
Range Minimum	$55,840
33rd %	$65,150
Range Midpoint	$69,800
67th %	$74,460
Range Maximum	$83,760
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/3/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Auburn Giving Officer I assists in building relationships with prospective donors and assists in conducting in-person discovery visits to assess their philanthropic interests and connects them with areas of Auburn University that align with their interests. Works to build Auburn Advancement's major gift pipeline through qualifying prospects and referring them to appropriate areas, ultimately moving them towards investment in the university. Collaborates across all areas of Auburn Advancement and Auburn University, while fostering personal connections and individual-level understanding to increase affinity and investment. Assesses patterns across portfolio interactions to refine outreach and qualification cultivation, aiming to enhance fundraising outcomes. Develops portfolio management plans, personalized messaging, and individualized giving plans, and collaborates with aligned teams to drive investment and affinity for Auburn University.

RESPONSIBILITIES

- Assists in enhancing the philanthropic efforts at Auburn by assisting in the identification, cultivation, and solicitation of major gifts ($25,000+).
- Builds relationships with Auburn University's alumni and friends by assisting with in-person discovery visits to evaluate their interest in philanthropic giving. Travels to meet the individual, shares information about the university's programs and initiatives, listens to their ideas and concerns, and answers any questions they may have to help inform future fundraising efforts and deepen the relationship between the individual and the university.
- The position will have well-defined weekly, monthly, and annual goals for discovery visits and to qualify major gift prospects. Executes monthly and quarterly touchpoints cadences to maintain consistent and meaningful communication with donors in their portfolio.
- Builds Auburn Advancement's major gift pipeline by determining if visited prospects should be further cultivated and eventually solicited for a major gift. For prospects that are not currently a major gift prospect, the position would make referrals to appropriate areas for further engagement or solicitation.
- Assists in conducting prospecting activities through various means such as phone calls, emails, texts, and events, and participates in regional and local events to identify potential donors.
- Fosters a culture of collaboration by cultivating cooperative partnerships with colleagues in Advancement and other departments within the university.
- Organizes information to identify potential fundraising opportunities and provides support for decision-making and planning related to prospective donors. Collaborates on special projects as assigned.
- 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

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	0 years of	No experience required. Experience in gift solicitation, development, fundraising, marketing, sales, and/or public relations is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of business acumen and office procedures; knowledge of advanced concepts, practices and procedures in the areas of fundraising, sales, marketing, recruiting, public relations, and must have the ability to adapt and respond appropriately to situations involving concurrent tasks.	
Excellent interpersonal skills, oral and written communication skills, strong organizational skills, program management, and negotiating.	

MINIMUM LICENSES & CERTIFICATIONS

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