AUBURN
Human Resources

Exec Dir, Philanthropy

Job Description

JOB INFORMATION

Job Code	OA72
Job Description Title	Exec Dir, Philanthropy
Pay Grade	UA14
Range Minimum	$143,390
33rd %	$186,410
Range Midpoint	$207,920
67th %	$229,430
Range Maximum	$272,440
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/13/2023

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Advancement Operations

JOB SUMMARY

The Executive Director of Philanthropy plays a vital part in advancing the organization's mission and vision through strategic philanthropic efforts, empowering central functions to evaluate team performance across the enterprise, driving innovation, fostering collaboration, championing purpose-driven projects, and optimizing production. Coaches and develops staff and teams, modeling exemplary practices by setting an example while cultivating and stewarding donor relationships and managing the growth of the donor pipeline to secure essential financial resources.

RESPONSIBILITIES

- Develops a personal prospect portfolio, actively engaging in travel and face-to-face meetings with donors and prospective contributors to secure significant philanthropic commitments, aligning efforts with fundraising targets and organizational objectives.
- Supervises a team of Senior Major Gift Officers, providing effective leadership, guidance, and support to optimize their fundraising performance, donor relationships, and strategic initiatives while ensuring alignment with organizational goals and standards of excellence.
- Identifies innovative fundraising opportunities and techniques to enhance donor engagement and support.
- Builds and maintains strong relationships with major donors, alumni, foundations, and other key stakeholders.
- Fosters a collaborative work environment, promoting cross-functional teamwork and collaboration across the institution.
- Provides leadership through guidance and mentorship, empowering team members to excel and achieve excellence in their positions.
- Monitors progress towards individual targets and departmental objectives through ongoing oversight of fundraising goals. Leads teams in developing customized solicitation strategies to maximize gift closures, thereby ensuring the achievement of fundraising goals.
- Develops and fosters a strong partnership with the unit's dean or director, actively engaging them in the development process, ensuring they are dedicating sufficient time to fundraising initiatives, and strategically utilizing their unique capabilities to maximize their contributions.
- Recognizes and addresses obstacles hindering a team or unit's achievements in partnership with Advancement leadership and the unit's dean or director.

RESPONSIBILITIES

- 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	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 discipline.	and	10 years of	Experience in fundraising, sales, or related experience. At least 6 years of supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of philanthropic trends, practices, and emerging strategies within the nonprofit or higher education sector.	
Familiarity with various fundraising methodologies, including major gifts, planned giving, and annual giving.	
Understanding of the higher education landscape, including its unique challenges, funding sources, and priorities. Excellent interpersonal and relationship-building skills to engage donors, alumni, volunteers, and other stakeholders effectively.	
Excellent written and verbal communication skills to articulate philanthropic goals, impact, and opportunities persuasively.	
Capacity to think strategically, anticipate trends, and adapt fundraising strategies to changing circumstances.	

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.

Travel Requirements:

In-State; Domestic