AUBURN
Human Resources

# Regional Development Officer

Job Description

## JOB INFORMATION

| | |
|---|---|
| Job Code | OA73 |
| Job Description Title | Regional Development Officer |
| Pay Grade | UA09 |
| Range Minimum | $72,570 |
| 33rd % | $91,920 |
| Range Midpoint | $101,600 |
| 67th % | $111,270 |
| Range Maximum | $130,620 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 109 Senior VP-Advancement |
| Approved Date: | 2/2/2024 2:03:59 PM |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

The Regional Development Officer builds and maintains strong relationships with alumni, donors, and stakeholders within a designated geographic region. Responsible for strategically identifying and cultivating philanthropic opportunities, managing fundraising campaigns, and promoting engagement to support Advancement's growth and development initiatives.

## RESPONSIBILITIES

- Serves as a regional development officer for the identified geographic region as determined by Advancement leadership.
- Develops and maintains strong relationships with alumni, donors, and prospective donors in assigned regions.
- Identifies, evaluates, cultivates, solicits, and stewards prospective, current, and past donors through personal visits and direct communication.
- Serves as the representative in the identified geographic region, representing Auburn Advancement at alumni and donor functions as needed.
- Updates and informs supervisors and other staff of goal status, new plans, and project proposals.
- May develop campaigns and/or presentation proposals related to funding priorities to keep top prospects informed, interested, involved, and to meet development goals and objectives.
- Assists in regional engagement activity and events, fostering stronger connections with donors and alumni.
- 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 | 6 years of | Experience in fundraising, marketing, sales, and/or public relations. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

| | |
|---|---|
| Ability to work independently and collaboratively with a team. | |
| Willingness to travel within the assigned region and occasionally outside the region. | |

## 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 | | | | |

## WORKING ENVIRONMENT

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

**Vision Requirements:**

No special vision requirements.

**Travel Requirements:**

In-State; Domestic