AUBURN
Human Resources

Dir I, Development

Job Description

JOB INFORMATION

Job Code	OA82
Job Description Title	Dir I, Development
Pay Grade	UA10
Range Minimum	$83,450
33rd %	$105,710
Range Midpoint	$116,840
67th %	$127,960
Range Maximum	$150,220
Exemption Status	Exempt
Approved Date:	11/17/2025 4:07:14 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Supervises the day-to-day operations of a development unit, typically overseeing a team of two or more staff. This role is responsible for coordinating fundraising activities, cultivating donor relationships, and supporting campaign initiatives. The Director I ensures alignment with unit-level goals and contributes to securing private support, with a focus on building foundational leadership and operational consistency. This position has a team fundraising goal of $2-$9 million annually.

RESPONSIBILITIES

- Manages and coordinates the daily functions and operations of a Development office, including sole budget responsibility.
- Provides regular updates to supervisors and staff on goal status, new plans, and project proposals, ensuring a cooperative team effort.
- Identifies potential prospects through research and various sources, and conducts follow-up actions.
- Solicits gifts and/or club memberships through direct outreach methods.
- Provides stewardship through acknowledgments and participation in donor events.
- Develops campaigns and presentation proposals to keep prospects engaged and meet development goals.
- Assists in producing marketing materials to support development efforts.
- Secures private support aligned with campaign goals.
- Operates with autonomy, requiring travel and meetings during regular and non-traditional hours.

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	Supervises others with full supervisory responsibility.

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	7 years of	Experience in fundraising, marketing, sales, or public relations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Internal Revenue Service (IRS) gift regulations, fundraising techniques and strategies, and accounting and budgeting principles and practices.	And
Ability to plan and implement fundraising programs and marketing strategies.	

MINIMUM LICENSES & CERTIFICATIONS

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

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration		X			

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