AUBURN
Human Resources

Dir II, Development

Job Description

JOB INFORMATION

Job Code	OA83
Job Description Title	Dir II, Development
Pay Grade	UA11
Range Minimum	$94,290
33rd %	$121,000
Range Midpoint	$134,360
67th %	$147,720
Range Maximum	$174,430
Exemption Status	Exempt
Approved Date:	11/17/2025 4:07:25 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Manages development operations for a medium-sized unit, managing a team of three or more staff. This role independently drives fundraising strategy, oversees donor engagement, and ensures the execution of development plans that align with institutional priorities. The Director II plays a key role in campaign planning and is expected to deliver measurable fundraising outcomes while mentoring staff and enhancing team performance.

RESPONSIBILITIES

- Independently manages the functions and operations of a Development office, including full budget oversight.
- Regularly informs supervisors and staff of progress, strategic plans, and proposals, fostering a collaborative team environment.
- Proactively identifies and cultivates donor prospects using advanced research and peer networks.
- Leads solicitation efforts through personalized outreach and strategic engagement.
- Oversees stewardship activities, ensuring meaningful donor recognition and involvement.
- Designs and implements campaigns and proposals aligned with evolving funding priorities.
- Leads the creation of marketing materials to enhance development initiatives.
- Drives private support efforts to meet and exceed campaign benchmarks.
- Exercises a high degree of autonomy, with frequent travel and flexible scheduling.

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	8 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.