AUBURN
Human Resources

Dir III, Development

Job Description

JOB INFORMATION

Job Code	OA84
Job Description Title	Dir III, Development
Pay Grade	UA12
Range Minimum	$108,430
33rd %	$139,150
Range Midpoint	$154,520
67th %	$169,880
Range Maximum	$200,600
Exemption Status	Exempt
Approved Date:	11/17/2025 4:07:36 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Oversees a comprehensive development program for a larger college's development office, managing a team of four or more staff. This role provides high-level leadership in fundraising strategy, campaign execution, and donor stewardship. The Director III is accountable for achieving ambitious unit fundraising goals and serves as a senior advisor to institutional leadership on advancement priorities, while fostering a high-performing team culture. This position has a team fundraising goal of $2-$9 million annually.

RESPONSIBILITIES

- Strategically manages the operations of a Development office, with comprehensive budget authority and accountability.
- Provides strategic direction to supervisors and staff, aligning team efforts with institutional advancement goals.
- Leads high-level prospect identification and engagement strategies, leveraging institutional data and networks.
- Directs solicitation strategies for major gifts and memberships, ensuring alignment with long-term objectives.
- Oversees a robust stewardship program, integrating donor engagement into broader advancement strategies.
- Develops and executes high-impact campaigns and proposals that reflect institutional priorities.
- Oversees the production of sophisticated marketing materials to support strategic fundraising.
- Leads efforts to secure transformational private support in alignment with campaign goals.
- Operates with full autonomy, representing the institution in high-level engagements and requiring extensive travel and flexible 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	9 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			

WORKING ENVIRONMENT

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

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