AUBURN
Human Resources

Exec Development Officer

Job Description

JOB INFORMATION

Job Code	OB11
Job Description Title	Exec Development Officer
Pay Grade	UA13
Range Minimum	$123,610
33rd %	$160,700
Range Midpoint	$179,240
67th %	$197,780
Range Maximum	$234,860
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/13/2021

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Advancement Operations

JOB SUMMARY

Reporting to the Vice President for Philanthropy, the Executive Development Officer collaborates with all advancement colleagues and university partners to engage and enhance new and existing philanthropic support to Auburn University. Responsible for the design and implementation of fundraising strategies and raising major gifts to enable the unit to fulfill its mission and implement its programs and initiatives.

RESPONSIBILITIES

- Provides expertise in fundraising strategies and execution for university priorities, interdisciplinary programs, special initiatives, and programs across the university enterprise.
- Collaborates with all development staff to secure gifts and builds a sustainable donor pipeline.
- Identifies, cultivates and solicits major gift prospects for gifts to reach individual and unit goals. Effectively works with donors to facilitate gifts.
- Utilizes data, systems, and technology to cultivate a robust prospect pool and innovative strategy to nurture sustained fundraising growth.
- Grows and maintains donor relationships and partnerships with academic and university leaders to earn confidence and trust.
- Collaborates with marketing and communications teams to create meaningful content to the targeted audiences.
- Models the Auburn Advancement principles of production, collaboration, innovation, and purpose and follow the Auburn Advancement fundraising processes to nurture sustained fundraising growth.
- 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. Degree in Business Administration, Marketing, Communications, Public Relations, or related field is desired. Master's degree is desired.	and	10 years of	Experience in fundraising, account management, marketing, public relations, and/or sales experience. Experience in building rapport and establishing cooperative working relationship with donors, colleagues, and external partners. Experience in building rapport and establishing cooperative working relationship with donors, colleagues, and external partners.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundraising programs, data management, and reporting techniques.	
Attention to detail and the ability to prioritize and execute multiple projects under demanding deadlines is required.	
Demonstrated success in growing pipeline.	

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.