AUBURN
Human Resources

Dir, Advancement Experience

Job Description

JOB INFORMATION

Job Code	OB16
Job Description Title	Dir, Advancement Experience
Pay Grade	UA09
Range Minimum	$72,570
33rd %	$91,920
Range Midpoint	$101,600
67th %	$111,270
Range Maximum	$130,620
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/4/2022

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Advancement Operations

JOB SUMMARY

Reporting to the Senior Director of Engagement and Experience, the Director of Advancement Experience oversees a team of event and engagement specialists to execute events and experiences for Auburn Advancement. Develops tactical plans, aligns resources, and implements plans to execute customized engagement experiences for signature alumni association events, central advancement events, and unit or college events that meet advancement goals. Partnering across Auburn Advancement and Auburn University, the Director produces, architects, and collaboratively implements events and experiences to deepen the relationships and enhance the engagement of Auburn constituents. Collaborating across all areas, the Director embraces a service mentality and cross functional focus.

RESPONSIBILITIES

- Leads a team of event and experience staff to execute events and experiences for Auburn Advancement and ensures a best-in-class engagement for Auburn constituents.
- Facilitates enterprise-wide training and resources to drive engagement, participation, and retention.
- Serves as a strategic partner to Advancement teams in units and colleges to provide consistent engagement experiences for stakeholders and elevate the standards.
- Partners closely with Director of Donor Experience to execute donor events and programs.
- Facilitates planning, production, and execution of constituent experiences, events, and engagements utilizing all mediums and varied resources.
- Utilizes emerging tools, technologies, and partners to deliver industry leading stewardship and alumni and donor success.
- Creates remarkable experiences to build loyalty, reduce churn, and drive success.
- 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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	5 years of	Experience in event management in alumni affairs and/or donor relations. Must have 2 years of experience directly supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of event operations.	
Ability to communicate effectively, maintain complex scheduling and calendars, strong interpersonal and organizational skills.	
Knowledge of higher education policies and procedures.	
Strong knowledge of alumni relations, student affairs, annual giving, and development procedures.	
Ability to maintain effective interpersonal relationships.	
Ability to communicate effectively in both oral and written form.	

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.