AUBURN
Human Resources

Sr Dir, Alumni & Gift Success

Job Description

JOB INFORMATION

Job Code	OB18
Job Description Title	Sr Dir, Alumni & Gift Success
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:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/5/2022

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Alumni Affairs

JOB SUMMARY

Reporting to Auburn Advancement's Vice President of Engagement and Executive Director of the Auburn Alumni Association, the Senior Director of Alumni and Gift Success provides both university-wide and departmental leadership by partnering with advancement colleagues and university departments to offer life-time value to Auburn graduates and supporters through university-level awards, interest-based programs, and personalized engagement. Serves as a member of the Engagement leadership team, drives meaningful engagement, enhances the experience, delivers value, fosters success, and promotes life-long affiliation and ownership with alumni, parents, donors, friends, and fans of Auburn.

RESPONSIBILITIES

- Provides leadership, direction, and support of alumni and gift success program to create a highly productive engagement among stakeholders.
- Oversees the affinity-based programs that focus on diverse interests of alumni and support the established volunteer councils and related committees to offer high quality and meaningful experiences for stakeholders.
- Creates and fosters effective early engagement opportunities uniquely designed to connect students and alumni.
- Provides leadership and direction for Auburn Alumni Association’s awards programs that recognize and amplify the accomplishments of alumni, faculty, and friends.
- Serves as staff liaison for Auburn Alumni Association related committee(s) and supports the executive director with the identification, training, and engagement of board directors.
- 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	8 years of	Experience in planning and implementing alumni and advancement events and programs. Must have 2 years of experience directly supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education policies and procedures.	
Strong knowledge of alumni relations, student affairs, annual giving, and development procedures.	
Knowledge of setting and implementing strategic goals.	
Knowledge of best practices for advancement related engagement and gift success programs.	
Knowledge of best practices for working with awards programs.	
Knowledge of affinity-based programs that focus on early engagement and affinity-based programs.	
Ability to maintain effective interpersonal relationships.	
Ability to communicate effectively in both oral and written form.	
Knowledge of budget control methods, policies and procedures.	
Knowledge of CRM or donor management software.	

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.