AUBURN
Human Resources

Exec Dir, Advancement Events & External Relations

Job Description

JOB INFORMATION

Job Code	OB20
Job Description Title	Exec Dir, Advancement Events & External Relations
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:	1/9/2024 5:26:57 PM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Engagement, Annual Giving, & Campaign

JOB SUMMARY

Reporting to the Chief Engagement Officer, the Executive Director of Advancement Events and External Relations oversees all aspects of Advancement events and external relations, including corporate foundation relations. Responsible for ensuring that donors are properly stewarded and informed in all aspects of donor relations, in support of efforts to cultivate long-term loyalty and commitment.

RESPONSIBILITIES

- Develops and implements a comprehensive events strategy that supports Auburn Advancements fundraising and engagement goals.
- Plans, executes, and oversees a wide range of events, to ensure high quality and meaningful experiences.
- Oversees the collaboration with key stakeholders to ensure seamless event logistics, from budget management to marketing and communication efforts.
- Identifies and researches potential corporate and foundation prospects for strategic engagement.
- Develops and manages a portfolio of high-level corporate and foundation donors, creating customized proposals and stewardship plans.
- Leads the Donor Relations staff to conceptualize and coordinate an integrated and comprehensive donor relations and stewardship program that appropriately and consistently promotes interaction and connection with and recognition of donors at all levels.
- Leads, mentors, and manages a team of professionals, providing guidance and support in executing advancement events and external relations strategies.
- Fosters a collaborative and innovative team culture that encourages creativity and excellence in donor and partner engagement.
- Collaborates with the Chief Engagement Officer to contribute to the development of Auburn Advancement goals and objectives.
- Develops and implements stewardship plans to acknowledge and retain donors as well as corporate partners.
- The nature of this role is highly externally focused, requiring frequent travel and meeting on and off campus during regular and non-traditional business hours, the role is 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	10 years of	Experience in advancement, fundraising, external relations, and corporate foundation relations with a minimum of 5 of direct leadership experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Chemical		X			
Dusts		X			
Poor ventilation		X			

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

Travel Requirements:
Domestic