AUBURN
Human Resources

Advancement Engagement Facilitator

Job Description

JOB INFORMATION

Job Code	OB21
Job Description Title	Advancement Engagement Facilitator
Pay Grade	UA05
Range Minimum	$50,770
33rd %	$59,230
Range Midpoint	$63,460
67th %	$67,690
Range Maximum	$76,150
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	6/4/2024 5:25:09 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Advancement Engagement Facilitator cultivates and strengthens relationships between Auburn University and its stakeholders. This involves understanding, assessing, coordinating, and disseminating diverse opportunities for involvement, volunteering, and philanthropy among Auburn's stakeholders. Establishes and fosters collaborations across campus to stay abreast of the wide range of engagement and philanthropic opportunities, ensuring their impact and sustainability.

RESPONSIBILITIES

- Collaborates with campus partners, student organizations, and community collaborators to effectively disseminate information through various communication channels regarding available opportunities. Responsible for presenting and implementing comprehensive strategies to boost awareness across Auburn University's campus, focusing on promoting volunteer opportunities, campus involvement, and pathways for philanthropy.
- Provides timely guidance to stakeholders, directing inquiries to the appropriate contacts for advancement, fundraising, and engagement matters.
- Serves as the production catalyst for Auburn Giving and the Regional Engagement teams by facilitating the identification, development, and execution of opportunities for engagement, involvement, and philanthropy opportunities. Responsible for determining the effectiveness and impact of these opportunities as well as creating and maintaining an internal repository. Promotes and encourages stakeholder involvement and communicates the various benefits of participating in such opportunities to relevant stakeholders. Enhances the efficiency of the advancement process by collaborating with colleagues to enhance stakeholder experiences.
- Advises the Executive Director on innovative ways to attract and retain engaged stakeholders by providing creative solutions that address emerging trends or challenges.
- Works closely with Auburn Giving Officers and Regional Engagement Officers by identifying compelling stories related to philanthropy, alumni success, and community impact. Collaborates with the Advancement Marketing team to amplify purposeful stories that craft engaging narratives that resonate with stakeholders, ultimately expanding awareness and inspiring action.
- Collaborates with Advancement colleagues to create engaging marketing materials for the Creed Grants Program by highlighting impacts and benefits. Identifies deserving grant recipients aligned with the program's overall mission and facilitates the application process for grant awards.

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	No supervisory responsibilities.

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 is desired. Degree in Non-Profit Studies, Public Administration, Communication, or Business Management is desired.	and	4 years of	Experience with community initiatives, events, communications, public relations, or related field is required. Experience with program coordination, management or experience in a fundraising environment desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of engagement strategies and philanthropic principles.	
Knowledge of best practices related to volunteer programs and services.	
Knowledge and experience with CRM or donor management software.	
The ability to set and meet individual goals related to the pipeline expansion, pathway management, and individualized referrals for alumni and donors to deepen involvement and investment through Auburn is necessary.	
The ability to communicate effectively and professionally in both oral and written form, as well as excellent customer service abilities will be vital to fulfilling the expectations of this role.	
The ability to navigate areas of grey to identify and propose innovative, timely, and practical solutions will be a key component of this job.	

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				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

No special vision requirements.

Travel Requirements:

In-State; Domestic