AUBURN
Human Resources

Exec Dir, Advancement Compliance & Operations

Job Description

JOB INFORMATION

Job Code	OB23
Job Description Title	Exec Dir, Advancement Compliance & Operations
Pay Grade	UA13
Range Minimum	$123,610
33rd %	$160,700
Range Midpoint	$179,240
67th %	$197,780
Range Maximum	$234,860
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	10/3/2024 9:58:46 AM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Advancement Operations

JOB SUMMARY

Serves as a key internal advisor to Advancement leadership on non-profit organizational governance, regulatory affairs, and operational and donor compliance issues for Auburn University's Advancement and its institutionally related organizations, Auburn University Foundation, Auburn University Real Estate Foundation, and the Auburn Alumni Association.

RESPONSIBILITIES

- Reviews proposed contracts, leases, and other documents on behalf of Advancement leadership as related to the affiliated organizations.
- Manages all internal Advancement policies and procedures to ensure timely reviews, updates, and consistency with university policies.
- Ensures all organizational formal documents are processed and appropriately maintained in relevant systems.
- Researches and advises Advancement leadership on a wide range of issues including, but not limited to, volunteers, clubs, gift acceptance, sponsorship guidelines, and applicable non-profit regulations. Provides education on specific compliance, governance, and regulatory matters as it relates to the affiliated organizations.
- On behalf of Advancement and the affiliated organizations, draft, review, and/or manage materials related to gifts of real property, including conducting appropriate due diligence and makes recommendations to the VP of Advancement regarding real property contributions, and the retention, development, or sale of properties.
- On behalf of the AU Foundation and other affiliated organizations, responsible for review of gift agreements as appropriate, ensuring university and regulatory compliance as well as with Advancement policies including donor intent.
- Works collaboratively with appropriate university partners and/or Advancement Finance regarding affiliated organization’s insurance portfolio.
- As directed by the Vice President for Advancement, partners with Auburn University’s Office of the General Counsel, Risk Management and the Office of Governmental Relations on formal matters related to advancement and fundraising.
- Assists Advancement leadership with formal requests including donor and gift record requests involving the Auburn University Foundation, Auburn University Real Estate Foundation, and Auburn Alumni Association. Ensures appropriate referrals to the university’s General Counsel Office and/or external legal counsel on an ongoing basis.
- Provides guidance on compliance issues, including, but not limited to, record retention, donor intent, state charitable solicitation registration, and similar governance best practices.

RESPONSIBILITIES

- Responsible for ensuring affiliated organization corporate filings in Alabama and assists with state registrations nationally where compliance may be required.
- Proactively reviews potential implications of donor and data privacy and other laws impacting the Advancement function, the AU Foundation and/or the affiliated organizations.
- Attends management or department-level meetings, as required.

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	
Master's Degree	Business, Finance, Public Relations, Communications, Marketing, or related field.		8 years of	Experience in non-profit governance, regulatory affairs, or compliance.	
Juris Doctorate	Desired			Experience as an attorney at law desired.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly