AUBURN
Human Resources

Exec Dir, Advancement Information Technology

Job Description

JOB INFORMATION

Job Code	OB24
Job Description Title	Exec Dir, Advancement Information Technology
Pay Grade	IT12
Range Minimum	$122,930
33rd %	$159,810
Range Midpoint	$178,250
67th %	$196,690
Range Maximum	$233,570
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	6/17/2024 12:16:21 PM

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	IT Leadership

JOB SUMMARY

Responsible for setting strategy and maintaining the operations of the Auburn Advancement Information Technology team. Leading the Auburn University Foundation's Technology and Data initiatives, this position works directly with leadership to initiate, develop, and apply tech-enabled strategy aligned with Advancement's priorities for fundraising, engagement, and communications. Ensures data integrity and security throughout the data lifecycle. Provides forward-thinking data analysis strategies to support fundraising, communication, and engagement efforts.

RESPONSIBILITIES

- Provides organizational leadership on technology and data insights. Serves as a leader of the Advancement IT team, embracing Advancement's core values of Purpose, Production, Collaboration, and Innovation. Serves as the Information Technology Officer of the Auburn University Foundation, ensuring the Foundation's comprehensive data ownership policies and practices.
- Provides leadership to the data analytics strategy to develop data-driven insights to maximize organizational fundraising productivity and engagement results. Keeps current with technological changes, advances, trends, issues, and pricing associated with IT in the business environment, including best practices, security and compliance, infrastructure and applications; develops and maintains staff expertise in current and anticipated information technologies.
- Oversees the IT project management function and establishes project management standards to optimize project resources, improve quality, and reduce risk. Maintains regular communications with supervisor, regarding issues, objectives, and activities. Plans and oversees the overall operational, reporting, budgetary, and financial responsibilities; develops and maintains work systems, procedures, and productivity standards that advance the mission and goals of Advancement and the AU Foundation; manages all aspects of the employee life-cycle including professional development and a culture of trust and mutual respect; allocates staff and resources to effectively accomplish the work of Advancement IT; monitors, evaluates, and aims to improve effectiveness of unit operations; ensures a customer-service mindset across the team; makes business decisions that are consistent with the Advancement mission, organizational culture and values.
- With the Chief Operations Officer and the Chief Financial Officer of the AU Foundation, prepares budgets related to technology investments, analyzes risks to Foundation assets, and participates fully in all AUF board meetings and activities. Regularly reports to the AU Foundation board on any data and technology practices.
- Serves the Administration and Finance Committee of the AU Foundation on relevant policies. Serves as the technology and data expert for the AU Foundation's Audit Committee and annual external audit.
- Ensures technology services are planned and delivered in a timely and cost-effective manner, supporting business requirements, with a customer-service mindset, in alignment with organizational direction,

RESPONSIBILITIES

	objectives, and expectations. Ensures effective use of technology platforms and leverages university systems and/or infrastructure appropriate to support Foundation and Advancement business applications in a secure, reliable, maintainable, and cost-effective manner.
•	Provides team leadership for the functions of infrastructure services, business intelligence, data governance and insights, enterprise application development, project management, and help desk support services. Maximizes the use of AI for Advancement purposes, ensuring data privacy and security, as well as the creation and documentation of leading practices in fundraising, engagement, and communications.
•	As the primary data steward for the AU Foundation, ensures processes are in place for IT data security, risk management, disaster recovery and business continuity, and that these processes are reviewed regularly to remain current and comprehensive, according to university and foundation objectives.
•	Works collaboratively with the university's CIO and Office of Information Technology on system and data security, as well as consistency in university IT practices. Works with Advancement leadership to plan and maintain data quality; standardizes business rules and data definitions through a data governance model.
•	Convenes the Advancement IT Governance Committee, informing the decision-making process of project prioritization. Identifies and recommends major initiatives to best serve the strategic needs of AU Advancement and the AU Foundation for leadership consideration and approval.

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	Degree in Degree in Information Technology, Computer Science, Computer/Software Engineering, Information Systems, Business Administration, or related IT field.	and	10 years of	Experience in information technology. Preferred IT experience in a fundraising, non-profit, or similar setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of current and emerging technology principles and applications, computer system methodologies, and new technologies.	
Knowledge of information technology principles and applications, computer system management methodologies, information security principles, and new technologies.	
Knowledge of budget control methods, policies, and procedures	
Knowledge of business and management principles involved in strategic planning, resources allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources	

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		
Chemical		X			
Dusts		X			
Poor ventilation		X			