AUBURN
Human Resources

Regional Engagement Officer I

Job Description

JOB INFORMATION

Job Code	OB25
Job Description Title	Regional Engagement Officer I
Pay Grade	UA06
Range Minimum	$55,840
33rd %	$65,150
Range Midpoint	$69,800
67th %	$74,460
Range Maximum	$83,760
Exemption Status	Exempt
Approved Date:	6/18/2024 3:59:24 PM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Donor Relations

JOB SUMMARY

Reporting to the Executive Director, Alumni Engagement, the Regional Engagement Officer is a role designed to foster meaningful connections between Auburn University and Auburn Alumni. This role focuses on cultivating initial connections and understanding individualized Auburn-based affinity through established pathways for involvement, volunteering, and giving. The Regional Engagement Officer will support engagement initiatives within a specific geographic region, serving as an advisor for Auburn Clubs and Alumni Affiliates.

RESPONSIBILITIES

- Assist in promoting the engagement, involvement, and retention of Auburn alumni and stakeholders through strategic outreach and engagement by reaching out to individual and groups of constituents to host substantive interactions.
- Serve as a primary liaison for a designated geographic region of Auburn Alumni, under guidance.
- Support the execution of engagement initiatives that bolster philanthropic support and strengthen relationships with alumni, donors, faculty, staff, and students to include but not limited to, planning events and programs that involve these constituent groups.
- Assist in promoting engagement through established volunteer networks to cultivate affinity to the institution by partnering with various groups of volunteers to include clubs, affiliates, councils, etc.
- Serve as a support advisor for volunteer leaders in Auburn Clubs and Alumni Affiliates.
- Represent Auburn Advancement at regional events and assist in hosting engagement opportunities across an assigned region to include but limited to, event setup, planning, and coordinating, etc.
- Collaborate with volunteer leaders to leverage volunteer-driven pathways for engagement and involvement.

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	Degree with no specific discipline is required. Degree in Non-Profit Studies, Public Administration, Communications, or Business Administration is desired.	and	0 years of	Experience with community initiatives, events, communications, public relations, or donor relationship management is required.	

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.	
Ability to communicate effectively and professionally in both oral and written form.	
Ability to set and meet individual goals related to pipeline expansion, pathway identification, and individualized referrals for alumni and donors to deepen involvement and investment through Auburn.	
Ability to work collaboratively in a team environment.	
Willingness to travel and work flexible hours, including evenings and weekends.	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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