AUBURN
Human Resources

Regional Engagement Officer II

Job Description

JOB INFORMATION

Job Code	OB26
Job Description Title	Regional Engagement Officer II
Pay Grade	UA07
Range Minimum	$62,820
33rd %	$73,290
Range Midpoint	$78,530
67th %	$83,760
Range Maximum	$94,230
Exemption Status	Exempt
Approved Date:	6/20/2024 3:42:12 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 plays a pivotal role in fostering meaningful connections between Auburn University and Auburn Alumni. This role involves cultivating deeper connections and understanding individualized Auburn-based affinity through more sophisticated pathways for involvement, volunteering, and giving. The Regional Engagement Officer will facilitate engagement initiatives within a specific geographic region and act as an advisor for Auburn Clubs, Alumni Affiliates, and Councils.

RESPONSIBILITIES

- Promote the engagement, involvement, and retention of Auburn alumni and stakeholders through strategic outreach and engagement.
- Serve as a primary liaison for a designated geographic region of Auburn stakeholders, with minimal supervision.
- Execute engagement initiatives that bolster philanthropic support and strengthen relationships with alumni, donors, faculty, staff, and students.
- Promote engagement through established volunteer networks to cultivate affinity to the institution.
- Serve as Auburn Advancement advisor for volunteer leaders in Auburn Clubs, Alumni Affiliates, and Councils.
- Represent Auburn Advancement at regional events and host engagement opportunities across an assigned region.
- Partner with volunteer leaders to leverage volunteer-driven pathways for engagement and involvement, while deploying additional initiatives to activate new pathways for engagement.

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	3 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.	
Excellent communication and interpersonal skills.	
Demonstrated ability to work independently and manage multiple projects.	
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.	
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