AUBURN
Human Resources

Regional Engagement Officer III

Job Description

JOB INFORMATION

Job Code	OB27
Job Description Title	Regional Engagement Officer III
Pay Grade	UA08
Range Minimum	$63,100
33rd %	$79,930
Range Midpoint	$88,340
67th %	$96,760
Range Maximum	$113,590
Exemption Status	Exempt
Approved Date:	6/20/2024 3:42:26 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 senior role responsible for fostering and maintaining deep, meaningful connections between Auburn University and Auburn Alumni. This role involves leading the cultivation of connections and understanding individualized Auburn-based affinity through advanced pathways for involvement, volunteering, and giving. The Regional Engagement Officer will lead engagement initiatives within a specific geographic region, serving as a lead advisor for Auburn Clubs, Alumni Affiliates, and Councils, and maintain collaborative partnerships across campus.

RESPONSIBILITIES

- Lead the promotion of engagement, involvement, and retention of Auburn alumni and stakeholders through strategic and innovative outreach and engagement methods.
- Serve as the primary liaison for a designated geographic region of Auburn stakeholders, with full autonomy.
- Lead the execution of complex engagement initiatives that bolster philanthropic support and strengthen relationships with alumni, donors, faculty, staff, and students.
- Develop and implement strategies to promote engagement through established and new volunteer networks to cultivate a deep affinity to the institution.
- Serve as the senior Auburn Advancement advisor for volunteer leaders in Auburn Clubs, Alumni Affiliates, and Councils.
- Represent Auburn Advancement at high-profile regional events and lead the hosting of diverse engagement opportunities across an assigned region.
- Partner with volunteer leaders to leverage volunteer-driven pathways for engagement and involvement, while innovating and deploying additional initiatives to activate new pathways for engagement.
- Maintain and cultivate collaborative partnerships across the campus to facilitate a wide range of engagement opportunities that are accessible, impactful, and sustainable.

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	6 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.	
Proven ability to lead independently and manage complex projects.	
Demonstrated experience in strategic planning and execution.	
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			
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