
Auburn University Job Description

Job Title: **Dir, Corp & Comm Partnerships**

Job Family: No Family

Job Code: **CA16**

Grade OP11 \$54,900 - \$93,300

FLSA status: Exempt

Job Summary

Reporting to the Vice President for University Outreach & Associate Provost, the Director of Corporation and Community Partnerships is responsible building and formalizing relationships with local, state, and national partners for the purpose of advancing the outreach mission of Auburn University through financial resource development.

Essential Functions

1. Builds relationships by developing and promoting interactions with local, state, and national corporate and community partners to support Outreach programs and activities.
2. Develops and executes strategic plan to advance Outreach programs and activities in coordination with all Outreach Directors, Vice President, and Assistant Vice President.
3. Coordinates grant development workshops as well as other development training opportunities for unit directors.
4. Oversees and directs campaigns and/or presentation proposals related to Outreach funding priorities.
5. Oversees the development and distribution of promotional materials for all Outreach unit activities and programs to support key university outreach priorities.
6. Prepares and distributes reports related to outreach impact, financial acquisitions, and programs and activities developed as a result of financial acquisitions.
7. Performs other duties as assigned.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|-----------------|--|
| Education | Master's Degree | Degree in Business Administration, Marketing, Communications, Public Relations, Higher Education Administration or related field. |
| Experience (yrs.) | 5 | Experience in developing partnerships for the purpose of programmatic advancement and a demonstrated record of success in securing external funding for organizations in higher education. |

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Extensive knowledge of all Outreach departments, programs, and functions. Knowledge of IRS gift regulations, fundraising techniques and strategies and accounting and budgeting principles and practices. Ability to plan and implement fundraising programs and marketing strategies. Strong written and verbal communication, relationship building skills, presenting in front of large groups, and event planning skills.

Certification or Licensure Requirements

Valid driver's license required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/14/2022
