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## Auburn University Job Description

Job Title: **Dir, Development**

Job Family: No Family

Job Code: **OA07**

Grade UA10 \$74,400 - \$133,900

FLSA status: Exempt

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### Job Summary

Manages, plans, organizes, and implements fund-raising activities for one or more organization units within Auburn University.

### Essential Functions

1. Manages and coordinates the functions and operations of a Development office that includes sole budget responsibility.
2. Updates and informs supervisors and other staff of goal status, new plans, and project proposals, and ensures that a cooperative team effort is made to meet goals and objectives.
3. Identifies potential prospects for cultivations through research, initial contact ratings, peer reviews, development officers, and other relevant resources and conducts follow-up actions.
4. Solicits gifts and/or club memberships through person-to-person visits, group presentations, and/or phone contacts.
5. Provides stewardship to include acknowledging and showing gratitude for donating/joining clubs either by letter, phone call, and/or participating in/attending events and functions for donors.
6. Develops campaigns and/or presentation proposals related to funding priorities in order to keep top prospects informed, interested, and involved and to meet development goals and objectives.
7. Produces or assists in producing marketing materials to support development efforts.
8. Secures an appropriate level of private support in relationship to campaign goals.
9. The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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>
<b>Education</b>	Four-year college degree	Degree in Business Administration, Marketing, Communications, Public Relations, or related field
<b>Experience (yrs.)</b>	7	Experience in fundraising, marketing, and/or public relations

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

Knowledge of Internal Revenue Service (IRS) gift regulations, fundraising techniques and strategies, and accounting and budgeting principles and practices. Ability to plan and implement fundraising programs and marketing strategies.

#### Certification or Licensure Requirements

Valid Driver's License

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### 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 50 pounds.

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

Date: 11/2/2011

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