JOB INFORMATION

Job Code	OA07
Job Description Title	Dir, Development
Pay Grade	UA10
Range Minimum	$81,030
33rd %	$102,640
Range Midpoint	$113,440
67th %	$124,250
Range Maximum	$145,860
Exemption Status	Exempt
Approved Date:	9/20/2024 11:42:36 AM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Major & Principal Gifts

JOB SUMMARY

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

RESPONSIBILITIES

- Manages and coordinates the functions and operations of a Development office that includes sole budget responsibility.
- 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.
- Identifies potential prospects for cultivations through research, initial contact ratings, peer reviews, development officers, and other relevant resources and conducts follow-up actions.
- Solicits gifts and/or club memberships through person-to-person visits, group presentations, and/or phone contacts.
- 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.
- 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.
- Produces or assists in producing marketing materials to support development efforts.
- Secures an appropriate level of private support in relationship to campaign goals.
- 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 RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

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	No specific discipline.	and	7 years of	Experience in fundraising, marketing, sales, or public relations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

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 cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.