

JOB INFORMATION

Job Code	OA14
Job Description Title	VP, Advancement & Chief Operations & Strategy Officer
Pay Grade	UAUC
Range Minimum	\$0
33rd %	\$0
Range Midpoint	\$0
67th %	\$0
Range Maximum	\$0
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/20/2023

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Advancement Operations

JOB SUMMARY

Reporting to the SVP for Advancement, the VP of Advancement & Chief Operations and Strategy Officer provides both university-wide and divisional scope level leadership in developing, communicating, executing, and sustaining Advancement's externally facing marketing, as well as, the advancement division's operational strategy to realize the vision of leading and shaping the future of advancement. This position is a critical leader on the Advancement team and at the University. Oversees the advancement of business and systems operations as well as Advancement Marketing, this position leads the creation of several teams to drive strategy.

RESPONSIBILITIES

- Provides responsible leadership oversight to the head of Advancement Marketing, being responsible for creating, managing, coordinating, and executing innovative marketing plans and strategies that achieve the university's and Auburn University Foundation's goals, as well as, Advancement's fundraising and campaign efforts and goals.
- Oversees all advancement operations functions including finance, accounting, gifts and records, prospect management and research, information systems, infrastructure/building operations, donor compliance, data analytics, data science, and market segmentation.
- Provides fiscal oversight for the Advancement operating budget and Auburn University Foundation accounts and expenditures.
- Leads the creation of a donor compliance program ensuring the charitable gifts are awardable and impactful and spending is appropriate and prudent. Leads the creation of a data analytics, data science, and market segmentation program to produce predictive personas, think-alike clusters, and target markets.
- Collaborates with executive leadership to develop and execute comprehensive advancement strategies to lead and shape the future of advancement and deliver the best-in-class organization to Auburn University, its constituencies, and its team.
- Builds and nurtures highly effective relationships with advancement leaders, campus leaders, board members, and partners.
- Champions and drives change, anticipating resistance and involving key stakeholders in pursuit of the business case.
- Serves on the advancement leadership team, engaging all departments and partnering to maximize relationships and deliver outcomes.
- Provides oversight to the development and implementation of the financial growth strategy for the Auburn Advancement and AUF; Sets the expectation for the use of a structured and data-driven process in the establishment and management of unit goals and budgets.

RESPONSIBILITIES

- 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.
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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 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. Degree must be from an accredited institution.	And 10 years of	Experience in higher education, including Advancement-related functions. Desired experience with business, administration, finance, marketing, analytics, and strategy. At least 5 years of leadership experience and supervising full-time employees.	And

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of Internal Revenue Service (IRS) gift regulations related to the tax deductibility of gifts; CASE Standards; VSE reporting.

Working knowledge fundraising techniques and strategies, accounting and budgeting principles and practices, and effective leadership practices.

Knowledge of core marketing principles, strategies, and best practices as well as marketing and communications mediums.

Strong interpersonal and communication skills and thorough knowledge of business English, spelling, grammar.

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.