
Auburn University Job Description

Job Title: **Dir, Development Strat & Org**
Job Code: **OA30**
FLSA status: Exempt

Job Family: No Family
Grade 37: \$68,700 - \$114,500

Job Summary

Provides leadership of, planning for, organizing, and executing special projects and key initiatives in the department; develops effective and collaborative relationships in a complex organization and makes informed recommendations in the context of strategic departmental goals and policies to the Vice President.

Essential Functions

1. Identifies, analyzes, coalesces, and translates relevant data sets that will inform short- and long-term decision-making, planning, strategizing, and resource identification and allocation by the Office of Development leadership team and the Auburn University Foundation Board of Directors.
2. Creates, manages, coordinates, and executes strategic plans and implements strategies that achieve the goals and objectives of the Vice President for Development. Anticipates and negotiates solutions to potential problems that could impact the Vice President, the entire division, and the scope of internal and external responsibilities.
3. Assists departments within the Office of Development in enhancing internal leadership, and improving donor experiences by assisting in obtaining solutions to challenges in order to increase responsiveness and timeliness.
4. Develops and prepares executive level correspondence, presentation materials, and talking points for the University President and the Vice President for Development. Advise the University's senior leadership on matters related to prospect and donor impact and operational effectiveness that supports the university's key funding priorities.
5. Identifies and develops key messages, copy points and publicity opportunities and ensures consistency of messages across media, events, programs, and platforms. Provides executive writing and talking points for internal and external leadership on behalf of the Vice President.
6. Builds shared understanding among the Vice President's Executive Leadership Team on purposeful activities in order to advance effectiveness and meet needs as they arise.
7. Provides executive oversight of Development's quality control, feedback mechanisms, and documentation on service improvement processes and continuing improvement efforts. Oversees the provision of assessment support.
8. Develops benchmark criteria to measure the efficiency and effectiveness of fundraising programs and conducts and analyzes market research that defines the attitudes, perceptions, and behaviors of donors.
9. Identifies emerging internal and external issues that have the potential to affect public perception and the Office of Development external reputation.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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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	Four-year college degree	Degree in Business, Liberal Arts, Marketing or related field.
Experience (yrs.)	10	Experience in the operational aspects of mounting major campaigns.

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 fundraising programs, data management, and reporting techniques.

Certification or Licensure Requirements

None 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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 4/11/2016
