
Auburn University Job Description

Job Title: **Sr Dir, Development**

Job Family: No Family

Job Code: **OA33**

Grade UA12 \$97,500 - \$185,300

FLSA status: Exempt

Job Summary

Leads, manages, and mentors a team of development officers, coordinators, and other staff that are responsible for managing and soliciting a portfolio of major gift prospects.

Essential Functions

1. Develops a personal prospect portfolio, travels to meet with donors and potential donors to secure major gifts to meet fundraising goals and objectives.
2. Creates and fosters an environment conducive to high performance and a cohesive team; mentors and manages staff maintaining clear monthly goals and annual performance reviews; develops performance plans and conducts reviews.
3. Assesses effectiveness of staff, processes, procedures, resource allocation, and strategies. Leads constructive change through collaborative, inspiring approaches. Builds high-performing team through clear articulation of expectations, establishment of standards of accountability, and guidance of staff toward desired outcomes.
4. Builds constructive, authentic, professional relationships with key volunteer leadership groups, including campaign committees and advisory councils Ensures the work of these groups effectively assists in the achievement of the dean's and the unit's goals.
5. Monitors progress toward individual and unit goals by monitoring monthly gift/pledge totals. Manages staff toward development of effective, individualized solicitation strategies that lead to successful closing of gifts.
6. Develops and fosters a strong partnership with the dean/director of the unit; his/her involvement in the development process; ensure that s/he is devoting sufficient time to fundraising activities; and utilize his/her efforts in such a way as to capitalize on this individual's strengths.
7. Meets regularly with Associate VP for Constituent Development to review team and individual staff performance.
8. Develops proposals and presentations materials relative to top fundraising priorities that will keep top prospects informed and involved.
9. Identifies and resolves barriers to team/unit success, in collaboration with Development leadership and the unit's dean/director.
10. Develops and monitors approved operating budget; ensures strategic resource allocation to support achievement of desired results.
11. 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>
Education	Four-year college degree	Degree in Business Administration, Marketing, Communications, Public Relations, or related field
Experience (yrs.)	10	Experience in team management, major gift solicitation (preferably in higher education or other non-profit arena), or extensive experience selling ideas, services, products to C-level decision-makers.

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 understanding of development principles, strategies, theories, techniques and systems, including donor records/CRM systems. Extensive knowledge of management/supervisory practices and principles.

Certification or Licensure Requirements

Valid Driver's License

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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires 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: 5/3/2016
