

JOB INFORMATION

Job Code	OA50
Job Description Title	Dir, Engmnt & Donor Relations
Pay Grade	UA09
Range Minimum	\$70,460
33rd %	\$89,250
Range Midpoint	\$98,650
67th %	\$108,040
Range Maximum	\$126,830
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/23/2022

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Donor Relations

JOB SUMMARY

Reports to the Senior Director of Development, the Director of Engagement and Donor Relations assists in providing strategic direction, oversight and framework to enhance the engagement and donor relations activities within Samuel Ginn College of Engineering. Oversees, plans, and implements the daily operations of the engagement and donor relations functions to include fostering collaborative partnerships to support students and alumni and leads the impact and success of alumni engagement and donor relations activities.

RESPONSIBILITIES

- Provides direction and strategic planning, management, and oversight for events and programs designed to increase alumni engagement and stewardship. Coordinates and oversees the functions and operations of the alumni engagement and donor relations department to include performance plans, performance reviews, and budget development.
- Monitors day-to-day operations and functions of the Engagement and Donor Relations team. Monitors and evaluates programming for alumni and donor events, executed by program coordinators.
- Manages and oversees programming for the Samuel Ginn College of Engineering's Young Alumni Council.
- Identifies, analyzes, and interprets relevant data sets that assists guiding short-and long-term decision making, planning, strategizing, and resource allocation by the college's leadership team. Develops benchmark criteria to measure the efficiency and effectiveness of alumni and donor programs, events, and communication to inform the college and Advancement leadership and key stakeholders.
- Supervises full time employees, students, and interns, monitors budgets, ensures timely implementation of tactics, and oversees coordinators for prompt reporting of post-event recaps and metrics.
- Contributes to and oversees reports, presentation, and other digital and print materials, including but not limited to information presented to the Auburn University's Engineering Alumni Council, Engineering Departmental Councils, Auburn University leadership, and other key stakeholders. Ensures data accuracy and consistent reporting by designing and creating optimal processes and procedures for program coordinators to follow.
- Conducts quarterly and yearly reviews and develops performance plans in alignment with the department's strategic plan and in accordance with organizational chart.
- Serves as a liaison with the Central Engagement and Donor Relations teams.
- 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.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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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	Degree in Management, Business, Communications, Marketing, or related field.	And	7 years of	Experience in building rapport and establishing cooperative working relationships with donors, colleagues and external partners. Experience in working directly with donors of all levels, board members, alumni, and other VIPs. At least one year of experience supervising full time employees.	

Substitutions Allowed for Education	Yes
<i>Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.</i>	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of all aspects of fundraising, donor relations, and stewardship concepts, principles, procedures, and techniques.	
Knowledge of business and formal etiquette when communicating and interacting with all levels of donors.	
Leadership skills, time-management skills, budget planning skills and excellent verbal and written communication skills.	
Ability to be a team player in a collaborative, fast-paced environment.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None 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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.