
Auburn University Job Description

Job Title: **Dir, Engmnt & Donor Relations**

Job Family: No Family

Job Code: **OA50**

Grade UA09 \$64,700 - \$116,500

FLSA status: Exempt

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.

Essential Functions

1. 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.
2. 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.
3. Manages and oversees programming for the Samuel Ginn College of Engineering's Young Alumni Council.
4. 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.
5. 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.
6. 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.
7. Conducts quarterly and yearly reviews and develops performance plans in alignment with the department's strategic plan and in accordance with organizational chart.
8. Serves as a liaison with the Central Engagement and Donor Relations teams.
9. 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.
10. Performs other duties as assigned.

Supervisory Responsibility

Auburn University Job Description

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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.



Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Management, Business, Communications, Marketing, or related field.
Experience (yrs.)	7	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:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, and lifting up to 10 pounds.

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: 5/23/2022
