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## Auburn University Job Description

Job Title: **Spec, Engagement Program**

Job Family: No Family

Job Code: **OA60**

Grade UA05: \$43,500 - \$69,600

FLSA status: Exempt

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### Job Summary

The Engagement Program Specialist engages alumni, donors, students, parents, and staff to cultivate and solicit philanthropic support. Serves as a liaison to donors and stakeholders to continue to sustain fundraising success and increase engagement and awareness of programs and departments.

Responsible for sharing updates and the specific needs of the various departments with the goal of elevating the Auburn Student Experience.

### Essential Functions

1. Identifies, recruits, cultivates, and encourages volunteers to engage in interest aligned programs that encourage resource development and establish meaningful conversations.
2. Engages with alumni, donors, students, parents, and staff to increase engagement and awareness of programs and departments. Creates, plans, and coordinates events to engage the various groups.
3. Refers individuals, corporations, or groups that qualify as prospective donors and ensures information is forwarded to relevant Development Officers.
4. Collaborates with Advancement partners to maintain records, reports, and information on alumni, friends, corporations, and foundations. Enters and keeps records for key Alumni and other constituents.
5. Communicates opportunities of participation to alumni and friends by regular engagement through telephone calls, emails and other correspondence.
6. Establishes and enhances partnerships within the specific unit and across Advancement by providing updated content regarding aspects of key programs and services.
7. Works in partnership with the engagement team in efforts to recognize alumni, key volunteers, donors, and ensures coordination and timing of messaging.
8. Performs other related duties as needed.
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.

### Supervisory Responsibility

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

*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>
<b>Education</b>	Four-year college degree	No Specific Discipline.
<b>Experience (yrs.)</b>	2	Experience in program coordination or management. Experience in a fundraising environment desired.

#### **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**

General knowledge of event planning and coordination. Knowledge of general office practices, knowledge of basic math, and University policies and procedures. Ability to synthesize, clearly articulate, and effectively convey information to a variety of stakeholders. Ability to communicate effectively, maintain complex scheduling and calendars, strong interpersonal and organizational skills.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 2/21/2023

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