
Auburn University Job Description

Job Title: **Auburn Giving Officer I**

Job Family: No Family

Job Code: **OA66**

Grade UA06: \$46,100 - \$78,400

FLSA status: Exempt

Job Summary

The Auburn Giving Officer I assists in building relationships with prospective donors and assists in conducting in-person discovery visits to assess their philanthropic interests and connects them with areas of Auburn University that align with their interests. Works to build Auburn Advancement's major gift pipeline through qualifying prospects and referring them to appropriate areas, ultimately moving them towards investment in the university. Collaborates across all areas of Auburn Advancement and Auburn University, while fostering personal connections and individual-level understanding to increase affinity and investment. Assesses patterns across portfolio interactions to refine outreach and qualification cultivation, aiming to enhance fundraising outcomes. Develops portfolio management plans, personalized messaging, and individualized giving plans, and collaborates with aligned teams to drive investment and affinity for Auburn University.

Essential Functions

1. Assists in enhancing the philanthropic efforts at Auburn by assisting in the identification, cultivation, and solicitation of major gifts (\$25,000+).
2. Builds relationships with Auburn University's alumni and friends by assisting with in-person discovery visits to evaluate their interest in philanthropic giving. Travels to meet the individual, shares information about the university's programs and initiatives, listens to their ideas and concerns, and answers any questions they may have to help inform future fundraising efforts and deepen the relationship between the individual and the university.
3. The position will have well-defined weekly, monthly, and annual goals for discovery visits and to qualify major gift prospects. Executes monthly and quarterly touchpoints cadences to maintain consistent and meaningful communication with donors in their portfolio.
4. Builds Auburn Advancement's major gift pipeline by determining if visited prospects should be further cultivated and eventually solicited for a major gift. For prospects that are not currently a major gift prospect, the position would make referrals to appropriate areas for further engagement or solicitation.
5. Assists in conducting prospecting activities through various means such as phone calls, emails, texts, and events, and participates in regional and local events to identify potential donors.
6. Fosters a culture of collaboration by cultivating cooperative partnerships with colleagues in Advancement and other departments within the university.
7. Organizes information to identify potential fundraising opportunities and provides support for decision-making and planning related to prospective donors. Collaborates on special projects and other duties as assigned.
8. 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.
9. Performs other duties as assigned.

Supervisory Responsibility

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

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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>
Education	Bachelor's Degree	No specific discipline.
Experience (yrs.)	0	No experience required. Experience in gift solicitation, development, fundraising, marketing, sales, and/or public relations is 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

Knowledge of business acumen and office procedures; knowledge of advanced concepts, practices and procedures in the areas of fundraising, sales, marketing, recruiting, public relations, and must have the ability to adapt and respond appropriately to situations involving concurrent tasks. Excellent interpersonal skills, oral and written communication skills, strong organizational skills, program management, and negotiating.

Certification or Licensure Requirements

Valid Driver's License

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.

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 standing, walking, talking, hearing, .

Job occasionally requires sitting, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 5/3/2023
