
Auburn University Job Description

Job Title: **Asst VP, Philanthropy**

Grade UA15: \$154,900 - \$309,800

Job Code: **OA70**

FLSA status: Exempt

Job Family: University Advancement

Job Function: Advancement Operations

Job Summary

The Assistant Vice President of Philanthropy is a key leadership role within Auburn Advancement, reporting directly to the Associate Vice President of Philanthropy. This position plays a critical role in supporting the strategic direction set by the Associate Vice President and contributes to the overall success of the philanthropy team. The Assistant VP drives development officer performance and builds the donor base for support to earn benefactor loyalty. Provides strategic leadership and mentorship to their assigned unit(s) and collaborates across all areas of Auburn Advancement and Auburn University. Builds and leads results-focused teams with a leadership style that encourages confidence and promotes an entrepreneurial and innovative spirit among the team and shareholders. Responsible for growing the donor pipeline and fuel the purpose of Auburn University.

Essential Functions

1. Leads and directs fundraising teams for Auburn University, coaches development staff, and builds partnerships with campus leaders to increase philanthropic support for Auburn University.
2. Collaborates closely with the Associate Vice President to execute and oversee fundraising programs, including annual giving initiatives, projects.
3. Cultivates and stewards relationships with donors, alumni, foundations, and corporate partners.
4. Builds organizational commitment to values, culture, and employee engagement. Drives a high-performance culture focused on aspirational goals, results, and constant improvement.
5. Leads the collection, tracking, and analysis of fundraising performance metrics to reach established goals and presents relevant data to stakeholders.
6. Travels regularly to call on donors, prospects, and coach development staff.
7. 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.
8. Leads change initiatives with an emphasis on organizational growth and performance.

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.

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.)	8	Experience in fundraising or related experience. Strong leadership and team-building skills with the ability to motivate and manage teams.

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 philanthropic trends, practices, and emerging strategies within the nonprofit or higher education sector. Familiarity with various fundraising methodologies, including major gifts, planned giving, annual giving, and capital campaigns. Understanding of the higher education landscape, including its unique challenges, funding sources, and priorities. Excellent interpersonal and relationship-building skills to engage donors, alumni, volunteers, and other stakeholders effectively. Excellent written and verbal communication skills to articulate philanthropic goals, impact, and opportunities persuasively. Capacity to think strategically, anticipate trends, and adapt fundraising strategies to changing circumstances.

Certification or Licensure Requirements

None required.

Pre-Employment Screening Requirements

None required.

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, .

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

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

Date: 10/4/2023
