



JOB INFORMATION

Job Code	OA71
Job Description Title	Assoc VP, Philanthropy
Pay Grade	UA16
Range Minimum	\$184,830
33rd %	\$261,840
Range Midpoint	\$300,340
67th %	\$338,850
Range Maximum	\$415,860
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/4/2023

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Advancement Operations

JOB SUMMARY

Reporting to the SVP, Advancement, the Associate Vice President of Philanthropy fuels enhances production that provides both university-wide and divisional-level leadership in growing philanthropic support for Auburn University. Serving as part of the Advancement senior leadership team, the Associate 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 fueling the purpose of Auburn University.

RESPONSIBILITIES

- Leads and directs fundraising teams for Auburn University, coaches development staff, and builds partnerships with campus leaders to increase philanthropic support for Auburn University.
- Collaborates closely with university leadership, deans, faculty, and other stakeholders to align fundraising targets. Generate comprehensive reports for university leadership and stakeholders. Represents Auburn Advancement at events, conferences, and meetings to promote fundraising initiatives and establish connections within the philanthropic community.
- Responsible for new program development and assessment regarding principle gifts, pipeline growth, and donor success.
- Serves as an executive liaison to the development committee of the Auburn University Foundation (fiduciary governing agency).
- Utilizes data, systems, and technology to cultivate a robust prospect pool and innovative strategy to nurture sustained fundraising growth.
- Grows and maintains donor relationships as well as partnerships with academic and university leaders to earn confidence and trust. Collaborates with university partners (employees, alumni, friends, etc.) to meet Advancement needs efficiently and effectively.
- Builds organizational commitment to values, culture, and employee engagement. Drives a high-performance culture focused on aspirational goals, results, and constant improvement.
- Leads the collection, tracking, and analysis of fundraising performance metrics to reach established goals and presents relevant data to stakeholders.
- Travels regularly to call on donors, prospects, and coach development staff.
- Identifies, develops, and mentors talent within reporting lines and across the organization with a focus on succession planning. Leads, supervises, and directs a leadership team responsible for collegiate programs, regional development, major gifts, gift planning, and advancement services.

RESPONSIBILITIES

- 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.
- Leads change initiatives with an emphasis on organizational growth and performance.

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	No specific discipline.	And	10 years of	Experience in leading or managing a large and complex fundraising organization including 1) developing fundraising strategies and operational plans to increase philanthropy, engage constituents, and exceed annual fundraising goals, and 2) soliciting major and principal gifts from individual and corporate prospects.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Extensive knowledge of philanthropic principles, trends, and best practices, particularly in a higher education or nonprofit context.	And
Ability to develop and implement strategic fundraising plans aligned with organizational goals and objectives.	And
Understanding of organization and cultural philanthropy, using a proactive, innovative, and entrepreneurial approach to fundraising. Exceptional interpersonal and relationship-building skills to engage donors, alumni, volunteers, and stakeholders.	And
Skills to manage and implement change and motivate and mentor staff while increasing performance. Flexibility and the demonstrated ability to think creatively and thrive in a fast-paced, complex social enterprise environment, juggling numerous projects and satisfying varied constituencies simultaneously.	And
Strong written and verbal communication skills to convey philanthropic initiatives, impact, and goals effectively. An appreciation for and support of diversity in the workplace in all its forms; proven success working with stakeholders; excellent strategic planning and project management skills; experience in a data-driven environment; organizational skills.	And
Effective leadership skills to lead and inspire a team of fundraising professionals.	

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		
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.

Travel Requirements:

In-State; Domestic