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## Auburn University Job Description

Job Title: **Exec Dir, Philanthropy**

Grade UA14: \$131,300 - \$262,600

Job Code: **OA72**

FLSA status: Exempt

Job Family: University Advancement

Job Function: Advancement Operations

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### Job Summary

The Executive Director of Philanthropy plays a vital part in advancing the organization's mission and vision through strategic philanthropic efforts, empowering central functions to evaluate team performance across the enterprise, driving innovation, fostering collaboration, championing purpose-driven projects, and optimizing production. Coaches and develops staff and teams, modeling exemplary practices by setting an example while cultivating and stewarding donor relationships and managing the growth of the donor pipeline to secure essential financial resources.

### Essential Functions

1. Develops a personal prospect portfolio, actively engaging in travel and face-to-face meetings with donors and prospective contributors to secure significant philanthropic commitments, aligning efforts with fundraising targets and organizational objectives.
2. Supervises a team of Senior Major Gift Officers, providing effective leadership, guidance, and support to optimize their fundraising performance, donor relationships, and strategic initiatives while ensuring alignment with organizational goals and standards of excellence.
3. Identifies innovative fundraising opportunities and techniques to enhance donor engagement and support.
4. Builds and maintains strong relationships with major donors, alumni, foundations, and other key stakeholders.
5. Fosters a collaborative work environment, promoting cross-functional teamwork and collaboration across the institution.
6. Provides leadership through guidance and mentorship, empowering team members to excel and achieve excellence in their positions.
7. Monitors progress towards individual targets and departmental objectives through ongoing oversight of fundraising goals. Leads teams in developing customized solicitation strategies to maximize gift closures, thereby ensuring the achievement of fundraising goals.
8. Develops and fosters a strong partnership with unit's dean or director, actively engaging them in the development process, ensuring they are dedicating sufficient time to fundraising initiatives, and strategically utilizing their unique capabilities to maximize their contributions.
9. Recognizes and addresses obstacles hindering a team or unit achievements in partnership with Advancement leadership and the unit's dean or director.
10. 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

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

	Minimum	Focus of Education/Experience
Education	Bachelor's Degree	No specific discipline.
Experience (yrs.)	10	Experience in fundraising, sales, or related experience. At least 6 years of 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 philanthropic trends, practices, and emerging strategies within the nonprofit or higher education sector. Familiarity with various fundraising methodologies, including major gifts, planned giving, and annual giving. 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.

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## 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, talking, hearing, .

Job occasionally requires reaching, .

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

Date: 10/13/2023

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