

### JOB INFORMATION

Job Code	OA73
Job Title	Regional Development Officer
Pay Grade	UA09
Range Minimum	\$64,700
33rd %	\$81,967
Range Midpoint	\$90,600
67th %	\$99,233
Range Maximum	\$116,500
Exemption Status	Exempt
Date Last Edited:	2/7/2024 10:01:06 AM
Legacy Date Last Edited	

### JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Major & Principal Gifts
EEO Position Group	63C - Prof w/Other Spec GM>64625

### JOB SUMMARY

The Regional Development Officer builds and maintains strong relationships with alumni, donors, and stakeholders within a designated geographic region. Responsible for strategically identifying and cultivating philanthropic opportunities, managing fundraising campaigns, and promoting engagement to support Advancement's growth and development initiatives.

### RESPONSIBILITIES

- Serves as a regional development officer for the identified geographic region as determined by Advancement leadership.
- Develops and maintains strong relationships with alumni, donors, and prospective donors in assigned regions.
- Identifies, evaluates, cultivates, solicits, and stewards prospective, current, and past donors through personal visits and direct communication.
- Serves as the representative in the identified geographic region, representing Auburn Advancement at alumni and donor functions as needed.
- Updates and informs supervisors and other staff of goal status, new plans, and project proposals.
- May develop campaigns and/or presentation proposals related to funding priorities to keep top prospects informed, interested, involved, and to meet development goals and objectives.
- Assists in regional engagement activity and events, fostering stronger connections with donors and alumni.
- 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 RESPONSIBILITIES

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

*To perform this job successfully, an individual must be able to perform the minimum requirements listed below, which are representative of the skill, and/or ability required.*

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline.	And	6 years of	Experience in fundraising, marketing, sales, and/or public relations.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to work independently and collaboratively with a team.

Willingness to travel within the assigned region and occasionally outside the region.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## 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:**

No special vision requirements.

**Travel Requirements:**

In-State; Domestic