
Auburn University Job Description

Job Title: **Chief Engagement Officer/Director Alumni Assoc** Job Family: No Family
Job Code: **OB01** Unclassified
FLSA status: Exempt

Job Summary

Production, collaboration, innovation and purpose will guide this advancement leader. The Chief Engagement Officer/Director Alumni Association fuels production by embracing an up and to the right culture that engages all constituents in a value-focused relationship with Auburn. 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. Provides the architecture for engagement between Auburn and its alumni, friends, and constituents. Leads and creates strategies and programs that drive personal connection, affinity, and investment in Auburn pursuing, always, the best alumni experience. Responsible for growing the pipeline of engaged alumni, parents, friends and constituents, to earn investment and fuel the purpose of Auburn University.

Essential Functions

1. Provides strategic leadership and direction to direct advancement units to drive increased affinity, loyalty and investment in Auburn.
2. Works closely with Advancement leadership, University partners and volunteer leadership to maximize and optimize advancement opportunities.
3. Raises and deploys philanthropic support by direct engagement with individuals and specified target markets and groups.
4. Implements, promotes, and evolves the organization's engagement, qualification, pipeline growth and retention methodology.
5. Serves as Chief Alumni Engagement Officer and Chief Operating Officer of the Auburn Alumni Association.
6. Builds, supports, and maintains a high functioning team in line with the organization budget and growth plans. Partners with talent team as necessary to invest in and engage the team.
7. Effectively leads change initiatives through data, culture, strategy development and structural enhancements.
8. Attracts, retains, and develops talent in partnership with Advancement leadership through diversified and personalized plans and strategies.
9. Serves as member of the Advancement's senior leadership team.
10. Serves as a mentor and role model for all staff, exemplifying the Auburn Advancement's mission, vision, values and commitment to inclusion and stewardship.
11. 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, the role is expected to operate with high-levels of autonomy. This role travels extensively to train advancement staff, engage alumni & friends, and solicit support.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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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	Four-year college degree	Degree in Business Administration, Marketing, Communications, Public Relations, or related field. Master's degree is desired.
Experience (yrs.)	10	Senior level management experience, resource development, strategic planning, public relations/communications. At least 7 (seven) years of Advancement management and strategic planning or related experience.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Related experience is required; no substitutions allowed.

Minimum Required Knowledge

Ability to act independently and provide strategic direction.

Strong leadership skills with effective and consistent development and coaching.

Ability to manage resources, handle multiple projects on an ongoing basis while addressing the daily needs of the organization.

Certification or Licensure 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 sitting, talking, hearing, handling objects with hands.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 10/12/2021
