

JOB INFORMATION

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|-------------------------|--|
| Job Code | OB01 |
| Job Description Title | Chief Engagement Officer/Director Alumni |
| Pay Grade | UAUC |
| Range Minimum | \$0 |
| 33rd % | \$0 |
| Range Midpoint | \$0 |
| 67th % | \$0 |
| Range Maximum | \$0 |
| Exemption Status | Exempt |
| Approved Date: | 11/19/2019 2:18:10 PM |
| Legacy Date Last Edited | 10/12/2021 |

JOB FAMILY AND FUNCTION

| | |
|---------------|------------------------|
| Job Family: | University Advancement |
| Job Function: | Alumni Affairs |

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.

RESPONSIBILITIES

- Provides strategic leadership and direction to direct advancement units to drive increased affinity, loyalty and investment in Auburn.
- Works closely with Advancement leadership, University partners and volunteer leadership to maximize and optimize advancement opportunities.
- Raises and deploys philanthropic support by direct engagement with individuals and specified target markets and groups.
- Implements, promotes, and evolves the organization’s engagement, qualification, pipeline growth and retention methodology.
- Serves as Chief Alumni Engagement Officer and Chief Operating Officer of the Auburn Alumni Association.
- 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.
- Effectively leads change initiatives through data, culture, strategy development and structural enhancements.
- Attracts, retains, and develops talent in partnership with Advancement leadership through diversified and personalized plans and strategies.
- Serves as member of the Advancement’s senior leadership team.
- Serves as a mentor and role model for all staff, exemplifying the Auburn Advancement’s mission, vision, values and commitment to inclusion and stewardship.
- 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

RESPONSIBILITIES

autonomy. This role travels extensively to train advancement staff, engage alumni & friends, and solicit support.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility Supervises others with full supervisory responsibility.

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 | And | Years of Experience | Focus of Experience |
|-------------------|--|-----|---------------------|---|
| Bachelor's Degree | In Business Administration, Marketing, Communications, Public Relations, or related field. Master's degree is desired. | | 10 years of | 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. |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

| | |
|---|-----|
| Ability to act independently and provide strategic direction. | And |
| Strong leadership skills with effective and consistent development and coaching. | And |
| Ability to manage resources, handle multiple projects on an ongoing basis while addressing the daily needs of the organization. | |

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

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 | |

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-------|--------|--------------|------------|------------|--------|
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|----------------------|-------|--------|--------------|------------|------------|
| Extreme temperatures | | X | | | |
| Hazards | | X | | | |
| Wet and/or humid | | X | | | |
| Noise | | X | | | |
| Chemical | | X | | | |
| Dusts | | X | | | |
| Poor ventilation | | X | | | |

Vision Requirements:

Ability to see information in print and/or electronically.