

**JOB INFORMATION**

Job Code	OB15
Job Title	Exec Dir, Alumni Engagement
Pay Grade	UA12
Range Minimum	\$97,500
33rd %	\$126,767
Range Midpoint	\$141,400
67th %	\$156,033
Range Maximum	\$185,300
Exemption Status	Exempt
Date Last Edited:	1/30/2024 9:31:48 AM
Legacy Date Last Edited	

**JOB FAMILY AND FUNCTION**

Job Family:	University Advancement
Job Function:	Engagement, Annual Giving, & Campaign
EEO Position Group	61B - Asso&AsstDeans;DCH;GM>74400

**JOB SUMMARY**

Reporting to the Chief Engagement Officer, the Executive Director, Alumni Engagement fosters meaningful connections between Auburn University and its stakeholders. Responsible for executing strategic engagement initiatives, cultivating connections with diverse stakeholders, and supervising a team that includes Regional Engagement Officers and Auburn Giving Officers. Responsible for securing philanthropic support for Auburn University, driving student involvement and leadership, and cultivating partnerships across the campus to facilitate a wide range of engagement opportunities.

**RESPONSIBILITIES**

- Collaborates with the Chief Engagement Officer to drive the implementation, promotion, and continuous evolution of Auburn Advancements' engagement, qualification, pipeline expansion, and retention initiatives.
- Supervises and provides strategic direction to Regional Engagement Officers and Auburn Giving Officers, while aligning with Advancement's strategies. Collaborates with team members to design and execute engagement initiatives that bolster philanthropic support and strengthen relationships with alumni, donors, faculty, staff, and students.
- Develops strategies to promote the engagement, involvement, and retention of all Auburn alumni and stakeholders further cultivating affinity to the institution.
- Cultivates and maintains strong relationships with alumni, donors, faculty, staff, students, and other key stakeholders to raise and deploy philanthropic support for Auburn.
- Collaborates with academic departments, administrative units, and other campus partners to promote engagement opportunities and partnerships.
- Effectively leads change initiatives within engagement, leveraging data, culture, strategy development, and structural enhancements.
- 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.

**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 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	10 years of	Experience in advancement, donor engagement, alumni relations, fundraising, or strategic planning.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge and experience with setting and meeting fundraising goals from philanthropic gifts. Strong understanding of engagement strategies and philanthropic principles.	And
Knowledge of best practices for association based membership programs and services.	And
Knowledge of best practices for engagement travel programs or similar activities that increase participation and build loyalty; ability to build and maintain interpersonal relationships with stakeholders.	And
Knowledge of budget control methods, policies and procedures.	And
Knowledge and experience with CRM or donor management software.	And
Ability to communicate effectively in both oral and written form.	

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

### Vision Requirements:

Ability to see information in print and/or electronically.