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## Auburn University Job Description

Job Title: **Dir, Advancement Experience**

Job Family: No Family

Job Code: **OB16**

Grade UA09 \$64,700 - \$116,500

FLSA status: Exempt

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### Job Summary

Reporting to the Senior Director of Engagement and Experience, the Director of Advancement Experience oversees a team of event and engagement specialists to execute events and experiences for Auburn Advancement. Develops tactical plans, aligns resources, and implements plans to execute customized engagement experiences for signature alumni association events, central advancement events, and unit or college events that meet advancement goals. Partnering across Auburn Advancement and Auburn University, the Director produces, architects, and collaboratively implements events and experiences to deepen the relationships and enhance the engagement of Auburn constituents. Collaborating across all areas, the Director embraces a service mentality and cross functional focus.

### Essential Functions

1. Leads a team of event and experience staff to execute events and experiences for Auburn Advancement and ensures a best-in-class engagement for Auburn constituents.
2. Facilitates enterprise-wide training and resources to drive engagement, participation, and retention.
3. Serves as a strategic partner to Advancement teams in units and colleges to provide consistent engagement experiences for stakeholders and elevate the standards.
4. Partners closely with Director of Donor Experience to execute donor events and programs.
5. Facilitates planning, production, and execution of constituent experiences, events, and engagements utilizing all mediums and varied resources.
6. Utilizes emerging tools, technologies, and partners to deliver industry leading stewardship and alumni and donor success.
7. Creates remarkable experiences to build loyalty, reduce churn, and drive success.
8. 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.
9. Performs other duties as assigned.

### 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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	No specific discipline.
<b>Experience (yrs.)</b>	5	Experience in event management in alumni affairs and/or donor relations. Must have 2 years of experience directly 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 event operations. Ability to communicate effectively, maintain complex scheduling and calendars, strong interpersonal and organizational skills. Knowledge of higher education policies and procedures. Strong knowledge of alumni relations, student affairs, annual giving, and development procedures. Ability to maintain effective interpersonal relationships. Ability to communicate effectively in both oral and written form.

#### Certification or Licensure 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 sitting, talking, hearing, .

Job occasionally requires walking, and lifting up to 10 pounds.

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

Date: 5/4/2022

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