
Auburn University Job Description

Job Title: **Dir, Alumni Networking and Affinity Programs** Job Family: No Family
Job Code: **OB17** Grade UA09 \$64,700 - \$116,500
FLSA status: Exempt

Job Summary

Reporting to the Senior Director of Alumni and Gift Success, the Director of Alumni Networking and Affinity Programs develops and collaboratively implements programming to guide and inspire engagement to align with advancement goals. Responsible for strategically developing, implementing, and executing affinity and networking initiatives with a focus on the diverse interests of Auburn University's alumni and friends. An affinity group is any set of alumni who share a common student experience, interest, identity, or purpose, who can be brought together in-person or digitally to engage with each other and with the university.

Essential Functions

1. Leads the daily operations and implements strategic goals for the development of affinity engagement opportunities.
2. Manages the daily operations of a team to include training, conducting formal performance evaluations, and making decisions or having significant input into pay and hiring and firing decisions. Delegates work, as applicable, ensuring accurate and timely completion; assists staff in resolving complex and non-routine issues.
3. Identifies, recruits, cultivates, and encourages volunteers to engage in affinity programs that encourage resource development and establish meaningful connections.
4. Provides direction and oversight of the Auburn Alumni Association Black Alumni Council and other established affinity leadership groups.
5. Works with other advancement staff to ensure all affinity based programs offer high quality and meaningful experiences, are fiscally sound, and effectively reach target audiences through communication and marketing channels to advance objectives.
6. 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.
7. 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>
Education	Four-year college degree	No specific discipline.
Experience (yrs.)	5	Experience in the development, coordination, and/or administration of alumni, advancement, and/or higher education programs. 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 about diversity, equity and inclusion. Knowledge of higher education policies and procedures. 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.

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 standing, walking, handling objects with hands, and lifting up to 10 pounds.

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

Date: 5/27/2022
