

JOB INFORMATION

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| Job Code | OB18 |
| Job Description Title | Sr Dir, Alumni & Gift Success |
| Pay Grade | UA11 |
| Range Minimum | \$89,030 |
| 33rd % | \$115,740 |
| Range Midpoint | \$129,090 |
| 67th % | \$142,450 |
| Range Maximum | \$169,160 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 4/5/2022 |

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to Auburn Advancement's Vice President of Engagement and Executive Director of the Auburn Alumni Association, the Senior Director of Alumni and Gift Success provides both university-wide and departmental leadership by partnering with advancement colleagues and university departments to offer life-time value to Auburn graduates and supporters through university-level awards, interest-based programs, and personalized engagement. Serves as a member of the Engagement leadership team, drives meaningful engagement, enhances the experience, delivers value, fosters success, and promotes life-long affiliation and ownership with alumni, parents, donors, friends, and fans of Auburn.

RESPONSIBILITIES

- Provides leadership, direction, and support of alumni and gift success program to create a highly productive engagement among stakeholders.
- Oversees the affinity-based programs that focus on diverse interests of alumni and support the established volunteer councils and related committees to offer high quality and meaningful experiences for stakeholders.
- Creates and fosters effective early engagement opportunities uniquely designed to connect students and alumni.
- Provides leadership and direction for Auburn Alumni Association's awards programs that recognize and amplify the accomplishments of alumni, faculty, and friends.
- Serves as staff liaison for Auburn Alumni Association related committee(s) and supports the executive director with the identification, training, and engagement of board directors.
- 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.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

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| 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 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 | | Years of Experience | Focus of Experience |
|-------------------|-------------------------|-----|---------------------|---|
| Bachelor's Degree | No specific discipline. | and | 8 years of | Experience in planning and implementing alumni and advancement events and programs. Must have 2 years of experience directly supervising full-time employees. |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Knowledge of higher education policies and procedures. | |
| Strong knowledge of alumni relations, student affairs, annual giving, and development procedures. | |
| Knowledge of setting and implementing strategic goals. | |
| Knowledge of best practices for advancement related engagement and gift success programs. | |
| Knowledge of best practices for working with awards programs. | |
| Knowledge of affinity-based programs that focus on early engagement and affinity-based programs. | |
| Ability to maintain effective interpersonal relationships. | |
| Ability to communicate effectively in both oral and written form. | |
| Knowledge of budget control methods, policies and procedures. | |
| Knowledge of CRM or donor management software. | |

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

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| Physical Demands Category: | Other |
|----------------------------|-------|

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 | |
| Repetitive Motions | | | X | | | |
| Eye/Hand/Foot Coordination | | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:

Ability to see information in print and/or electronically.