

JOB INFORMATION

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| Job Code | OB25 |
| Job Description Title | Regional Engagement Officer I |
| Pay Grade | UA06 |
| Range Minimum | \$46,100 |
| 33rd % | \$56,867 |
| Range Midpoint | \$62,200 |
| 67th % | \$67,633 |
| Range Maximum | \$78,400 |
| Exemption Status | Exempt |
| Approved Date: | 6/18/2024 3:59:24 PM |

JOB FAMILY AND FUNCTION

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|---------------|------------------------|
| Job Family: | University Advancement |
| Job Function: | Donor Relations |

JOB SUMMARY

Reporting to the Executive Director, Alumni Engagement, the Regional Engagement Officer is a role designed to foster meaningful connections between Auburn University and Auburn Alumni. This role focuses on cultivating initial connections and understanding individualized Auburn-based affinity through established pathways for involvement, volunteering, and giving. The Regional Engagement Officer will support engagement initiatives within a specific geographic region, serving as an advisor for Auburn Clubs and Alumni Affiliates.

RESPONSIBILITIES

- Assist in promoting the engagement, involvement, and retention of Auburn alumni and stakeholders through strategic outreach and engagement by reaching out to individual and groups of constituents to host substantive interactions.
- Serve as a primary liaison for a designated geographic region of Auburn Alumni, under guidance.
- Support the execution of engagement initiatives that bolster philanthropic support and strengthen relationships with alumni, donors, faculty, staff, and students to include but not limited to, planning events and programs that involve these constituent groups.
- Assist in promoting engagement through established volunteer networks to cultivate affinity to the institution by partnering with various groups of volunteers to include clubs, affiliates, councils, etc.
- Serve as a support advisor for volunteer leaders in Auburn Clubs and Alumni Affiliates.
- Represent Auburn Advancement at regional events and assist in hosting engagement opportunities across an assigned region to include but limited to, event setup, planning, and coordinating, etc.
- Collaborate with volunteer leaders to leverage volunteer-driven pathways for engagement and involvement.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|----------------------------------|
| Supervisory Responsibility | No supervisory responsibilities. |
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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 | Degree with no specific discipline is required. Degree in Non-Profit Studies, Public Administration, Communications, or Business Administration is desired. | and | 0 years of | Experience with community initiatives, events, communications, public relations, or donor relationship management is required. |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|--|
| Knowledge of engagement strategies and philanthropic principles. | |
| Knowledge of best practices related to volunteer programs and services. | |
| Knowledge and experience with CRM or donor management software. | |
| Ability to communicate effectively and professionally in both oral and written form. | |
| Ability to set and meet individual goals related to pipeline expansion, pathway identification, and individualized referrals for alumni and donors to deepen involvement and investment through Auburn. | |
| Ability to work collaboratively in a team environment. | |
| Willingness to travel and work flexible hours, including evenings and weekends. | |

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

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|----------------------|-------|--------|--------------|------------|------------|
| Extreme temperatures | | X | | | |

WORKING ENVIRONMENT

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

Vision Requirements:
No special vision requirements.

Travel Requirements:
In-State; Domestic