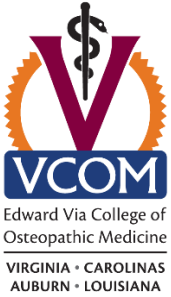


Position Description



Job Title: Director for Development and Alumni Relations – Auburn Campus	
Department: Development and Alumni Relations	Date: September 2023
FLSA: Exempt	Work Location: Auburn Campus
Employee Category: Administrative Staff	Work Schedule: M-F, 8:00am – 5:00pm
Reports to: Vice President for Development and Alumni Relations	Percent Employment: 100%
Direct Reports: Shared Administrative Assistant	

- I. Job Summary:** The Director for Development and Alumni Relations – VCOM Auburn is responsible for implementing a strategic plan for development and alumni programs to support the Edward Via College of Osteopathic Medicine, Auburn Campus (VCOM-Auburn) and its mission. The Director is charged with the implementation and coordination of a comprehensive advancement program that integrates fundraising, alumni relations and stewardship.

Under the direction of the Vice President for Development and Alumni Relations (who oversees all 4 VCOM campuses), the Director will work closely with VCOM-Auburn alumni, local corporations, foundations, healthcare systems, and other key constituents to assure the recognition of VCOM’s contribution to the community, state, and healthcare systems within the state. The position will also work to embrace VCOM’s mission as it aligns with Auburn University’s mission.

The position is expected to lead annual giving for the VCOM-Auburn campus, to write for grants to support the VCOM mission and campus, to engage VCOM-Auburn alumni, and to solicit and close five and six-figure or greater major gifts.

The nature of this role is highly externally focused, requiring local and state travel and to attend out-of-state meetings from time to time. The role also performs the position on and off campus during regular and non-traditional business hours including evenings and weekends. The person in this position is expected to operate with a high level of autonomy.

Reports to the Vice President for Development and Alumni Relations,

II. Job Duties:

DEVELOPMENT: 70%

- a. Assist in growing and developing the knowledge regarding VCOM and VCOM’s mission throughout the community and the state.
- b. Build and grow private donor support from alumni, parents, and friends.
- c. Seek and build support from local and state corporations and foundations.
- d. Solicit gifts through person-to-person visits and group presentations.
- e. Meet with prospective donors and supporters presenting VCOM’s mission and accomplishments, carefully aligning the donor’s interests where they align with the strategic priorities of VCOM.
- f. Develop and submit gift proposals of \$25,000+ and more, to individuals, foundations, and corporations.

- i. The primary purpose for giving to be for scholarships for students who will stay and practice within the state.
 - ii. The expected number of major gift proposals will be evaluated on an annual basis.
- g. Develop and manage a portfolio of major gift prospects for the purpose of qualification, cultivation, solicitation and stewardship. The major gift prospects in the portfolio will be reviewed and updated annually.
- h. Prepare written informational materials, endowment agreements, gift illustrations and other materials needed to secure major gifts.
- i. Provide timely written acknowledgments and receipts to donors on the VCOM Auburn campus.
- j. Ensure the College complies with donors' wishes using funds in the manner designated when donated.
- k. When appropriate, as in the case of grants, work with administration and faculty to provide additional progress reports about specific projects and their impact on students.
- l. Participate in the on-campus activities that align with the mission of the Development office.
- m. Serve as a liaison with outside community organizations as directed by the Vice President for Development and Alumni Relations, Dean or President.

ALUMNI RELATIONS: 20%

- a. Serve as chief liaison between the VCOM-Auburn campus, the Auburn campus administration, and the VCOM-Auburn Alumni Association Advisory Board; assuring an active Alumni Association.
- b. Recruit an Alumni Association Board of Directors for the Auburn campus. Arrange and staff its semi- meetings to ensure strong and productive relationships between its members and the College.
- c. Work with leadership to ensure accurate and up to date alumni database records.
- d. Facilitate communication and promote the reputation of VCOM and alumni engagement by working with the Vice President for Communications, Marketing, Website and Publications to produce quality communications, including print publications and social media pieces.
- e. Support and provide services to alumni in their efforts to support the College in a variety of ways.
- f. Attend state, regional and national conferences. Work closely with the Alumni and Development teams to exhibit and interact with possible donors and alumni and to recruit clinical preceptors.

ADVANCEMENT SERVICES AND ADMINISTRATIVE MANAGEMENT 10%

- a. Update and maintain alumni information in the Raisers Edge/Blackbaud alumni and development database.
- b. With consultation from Dean and President, manage the Auburn football suite to capitalize on stewardship and cultivation opportunities with donors and key leadership.
- c. Participate in the development of and monitor the compliance with the Development and Alumni Relations annual operating budget.

PERFORM OTHER DUTIES AS ASSIGNED

III. Required Qualifications:

- Education: Bachelor's degree with experience, a Master's degree is preferred
- Minimum of three years of fundraising (or sales experience) with an emphasis on fundraising including building a portfolio of donors and closing gifts (or completing a sales cycle).
- A demonstrated record of executing identification, cultivation, solicitation and stewardship strategies for significant fundraising (and/or like demonstrated sales activity).

- Ability to prioritize and organize complex projects.
- Experience calling/scheduling and conducting face-to-face appointments, managing relationships, creating, writing, and presenting proposals.
- A valid motor vehicle operator's license with an acceptable driving record
- Must be able and willing to work some weekends, evenings, and to travel.
- Commitment to College values.
- High level of computer proficiency, including but not limited to, Microsoft Outlook, Word, and Excel.

Successful candidate will be subject to a criminal history background check.

Regular, reliable, or predictable attendance is an essential function of the job.

IV. Working Conditions and Efforts:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites or urban events, attending meetings that extend into the evening, and the ability to organize, interpret and utilize a large volume of information.

Physical demands: While performing the duties of this job, the employee is required to ambulate and/or navigate in local and long distance venues on a frequent basis (may be with use of assisted devices); sit, stand (or accommodate for standing); use hands and vision for educating both large and small groups of people, use office equipment such as computers; speak to large and small groups of individuals for teaching; perform moderate telephone, poly-com, and computer based communication; occasionally be required to lift and/or move up to 50 pounds; drive distances up to six hours and to fly on occasion to other campuses or national meetings.

This position is classified as an exempt position because it requires that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

Employment with VCOM is "at-will". This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the "at-will" employment status of VCOM employees.

- V. VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all

VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion or disability.

I have been made aware of the College's most recent campus safety report, the location of the College policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures, and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: _____ Date: _____

Approvals:

Division Officer: _____ Date: _____

Dean: _____ Date: _____

President: _____ Date: _____