

Executive Director, Cary Center for the Advancement of  
Philanthropy & Nonprofit Studies and Women's  
Philanthropy Board  
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=252045>

Downloaded On: Aug. 22, 2025 4:36am

Posted Jan. 23, 2025, set to expire Oct. 31, 2025

**Job Title** Executive Director, Cary Center for the Advancement  
of Philanthropy & Nonprofit Studies and Women's  
Philanthropy Board

**Department** Admin - Human Sciences

**Institution** Auburn University  
Auburn, Alabama

**Date Posted** Jan. 23, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Senior Executive Officer

**Academic Field(s)** Administration - Academic Unit  
Administration - General

**Job Website** <https://www.auemployment.com/postings/50891>

**Apply By Email**

**Job Description**

**The Cary Center for the Advancement of Philanthropy & Nonprofit Studies**encompasses teaching, outreach, and research, thus supporting the tripartite mission of Auburn University. Its work focuses on philanthropy, wealth management, mentoring and nonprofit studies, serving a variety of students and other audiences in a real and virtual community. The Cary Center supports teaching and learning in the College of Human Sciences academic programs which focus on the art and science of philanthropy as applied to the nonprofit sector. The center provides mentoring for students, professionals, and communities in the areas of economic sustainability and philanthropy. The Cary Center includes three divisions: Community and Collegiate, Youth, and Adult, which includes the flagship program, The Women's Philanthropy Board and the men's auxiliary group, the Phils.

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To learn more information about the Cary Center, please use the link below:

<https://carycenter.auburn.edu/>

**Reports to:** Dean of the College of Human Sciences

**Job Summary:** The Executive Director of the Cary Center for the Advancement of Philanthropy & Nonprofit Studies and Women's Philanthropy Board will have responsibility and oversight for the fiscal, human resources, external relations, public relations, fundraising/grantsmanship, educational, research, and programmatic (outreach) functions. This role drives fundraising to support programming and create new opportunities. This role is integral to advancing the mission of the College of Human Sciences through programming and initiatives of the Cary Center. This role will also include teaching responsibilities and may carry an assistant/associate clinical professor title. *This a twelve-month nontenure track position.* The candidate selected must be able to meet eligibility requirements to work in the United States at the time the appointment is scheduled to begin and continue working legally during employment.

**Key Responsibilities:**

**Leadership and Management:**

- Provide effective leadership, guidance, and support of strategic initiatives.
- Supervise a team of employees, ensuring alignment with organizational goals and standards of excellence.
- Develop and foster strong partnerships internal and external to the College of Human Sciences while actively engaging these constituencies in the Cary Center and Women's Philanthropy Board initiatives.

**Development and Fundraising:**

- Identify and pursue innovative fundraising opportunities in collaboration with the college advancement team.
- Enhance Cary Center donor engagement and support.
- Build and maintain strong relationships with donors, alumni, foundations, and other key stakeholders in partnership with the CHS advancement team.

**Program Development and Oversight:**

- Support and evaluate programming in the focus areas of the Cary Center.
- Market all programming opportunities in alignment with College of Human Sciences branding standards.

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- Ensure the execution of the College's three-fold mission of instruction, research, and outreach through innovative partnerships with business, industry, and government.
- Support and deliver outreach courses.
- Provide service learning and/or experiential learning experiences to Human Science students, consistent with the mission of the Women's Philanthropy Board and the Cary Center.

**Teaching Responsibilities:**

- The Executive Director will teach credit and non-credit bearing philanthropy & nonprofit courses, in alignment with the Consumer and Design Sciences department.
- Teaching responsibilities will be assigned based on the qualifications of the Executive Director and the needs of the program. This role is expected to carry approximately 25% teaching responsibility.

**Supervisory Responsibilities:**

- Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

**Physical Demands and Working Conditions:**

- The role requires limited travel and meetings on and off campus during regular and non-traditional business hours.

Auburn University is an R1 University and one of the nation's premier land, sea and space grant institutions. It maintains high levels of research activity and high standards for teaching excellence. Its 2023 enrollment of 33,015 students includes 26,874 undergraduates and 6,141 graduate and professional students. Organized into 12 academic colleges and schools, Auburn's 1,435 faculty members offer more than 200 educational programs. Auburn University is ranked in the top 50 public universities in the country for its undergraduate programs. Auburn is a one-hour drive from Montgomery, Alabama, 1.5 hours from the Hartsfield-Jackson Atlanta International Airport, and about four hours from Gulf Coast beaches. Auburn University is understanding of and sensitive to family needs of faculty, including dual-career couples

<http://www.auburn.edu/academic/provost/facultyjobs/>

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**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

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