

Administrator, Development Engagement (College of
Nursing)
Auburn University

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Posted Feb. 19, 2025, set to expire Oct. 31, 2025

Job Title	Administrator, Development Engagement (College of Nursing)
Department	Nursing Constituency Adv
Institution	Auburn University Auburn, Alabama
Date Posted	Feb. 19, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Financial Planning/Budget Management Development/Institutional Advancement Administration - Academic Unit
Job Website	https://www.auemployment.com/postings/51302

Apply By Email

Job Description

Auburn Advancement is excited to begin the search for an Administrator of Development Engagement in the College of Nursing to join our philanthropy team! In this position, you will manage and execute advancement-related programs, services, fundraisers, and events that connect alumni donors, students, faculty, and staff to the mission of the College of Nursing and the Office of Advancement.

What You'll Do:

- **Evaluate and Innovate:** Assess program success by tracking participation, analyzing key data points, and providing reports that inform engagement strategies. Identify opportunities for

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program improvement and increased impact, ensuring alignment with Advancement's goals.

- **Optimize Operations:** Manage day-to-day program activities, including budgeting, financial processing, and administrative tasks related to fundraising and engagement. Oversee program logistics, including coordinating mailings, phone outreach, membership lists, and donor stewardship activities.
- **Facilitate Fundraising Initiatives:** Support donor cultivation by assisting with solicitations, identifying prospective donors, and maintaining records of key interactions. Assist in securing gifts and memberships through person-to-person outreach, events, and communications.
- **Champion Engagement:** Plan, manage, and execute programs and events that foster meaningful engagement with alumni, donors, and stakeholders to increase program awareness and participation, including through social media.

Why You'll Love It Here:

- **Impactful Work:** Your efforts will directly contribute to the growth and success of Auburn University and its priorities.
- **Collaborative Environment:** Join a team of dedicated professionals who are committed to making a difference.
- **Purpose Driven Work:** Align your passion and fulfillment to your work, where you're trusted to reach your full potential and achieve your pinnacle career experience.
- **Culture by Design:** Thrive in a culture that champions respect, accountability, and professional development.

Now is the perfect time to join Auburn Advancement, a dynamic team encompassing Operations and Strategy, Culture and Talent, Engagement, Philanthropy, and Communications. Under the visionary leadership of Senior Vice President Rob Wellbaum - a seasoned and respected advancement professional - our organization is set to revolutionize the future of Advancement.

Contact Information

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

Contact

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