

**Associate Director of Engagement & Donor Relations
Auburn University**

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Posted Apr. 16, 2025, set to expire Oct. 31, 2025

Job Title	Associate Director of Engagement & Donor Relations
Department	Business Constituency Adv
Institution	Auburn University Auburn, Alabama
Date Posted	Apr. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement Alumni Relations
Job Website	https://www.auemployment.com/postings/52671

Apply By Email

Job Description

Auburn Advancement and the Harbert College of Business is excited to begin the search for a Associate Director of Engagement & Donor Relations to join our philanthropy team! This position is vital in building lasting relationships and securing the resources needed to support Auburn Advancement and Auburn University's philanthropic mission.

What You'll Do:

- **Strategic Planning & Oversight:** Assist in developing and executing strategic initiatives to enhance alumni engagement and donor relations. This includes collaborating with leadership to ensure that programs and events align with the college's mission and contribute to long-term success.
- **Event & Program Management:** Oversee the day-to-day operations of the Engagement and

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Donor Relations team, ensuring the successful planning, execution, and evaluation of alumni and donor events. By fostering collaborative relationships with internal and external stakeholders, the candidate will support seamless event coordination and implementation.

- **Alumni Council Development:** Support the Senior Director and Dean in the creation and management of Alumni Council programming. This includes organizing meetings, coordinating initiatives, and ensuring engagement opportunities align with the overall goals of the college and Advancement.
- **Data Analysis & Reporting:** Lead efforts to collect, analyze, and interpret data to guide strategic decision-making. By developing key performance benchmarks, the person will help measure the effectiveness of engagement and donor programs, providing insights to leadership for continuous improvement.
- **Communications & Materials Development:** Contribute to and oversee the creation of reports, presentations, and other materials for key stakeholders, ensuring data accuracy and consistency. By streamlining reporting processes, the person will enhance communication efficiency within the department.
- **Team Leadership & Performance Management:** Supervise full-time employees, students, and interns, ensuring professional development and effective team performance. Conducting regular evaluations, the person will support staff in meeting strategic objectives and aligning their work with the department's goals.
- **Stewardship and Engagement:** Show gratitude for donations through personalized acknowledgements, and keep donors informed and involved by attending events and maintaining regular contact. Ensure donors feel valued and connected to the impact of their gifts.
- **Champion Philanthropy:** Impact a culture of giving for Auburn University, encouraging alumni and stakeholders to support the university's mission and vision. Foster a sense of pride and ownership among donors, showcasing the transformative impact their gifts have on Auburn's future.

Contact Information

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

Contact



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