



## Auburn

*Trouble the waters. Heal the world.*

### Job Description

<b>Job Title:</b>	Director, Individual Partnerships
<b>Department:</b>	Strategic Philanthropy
<b>Reports To:</b>	Vice President, Strategic Philanthropy
<b>Status:</b>	Full-Time, Exempt, Salaried
<b>Start Date:</b>	September 1, 2017

*Auburn is a multifaith leadership development and research center working with secular and faith-rooted justice leaders on a national scale, as well as at the grassroots level, who exhibit the drive and potential to awaken the spirit of possibility within each of us to catalyze change and face the challenges of our fragmented, complex time.*

*Using innovative, research-based methodologies, Auburn equips bold and resilient leaders to frame the critical conversations of the day, and to mobilize the public to work across divides to create the world for which humanity longs. We provide them with education, research, support, and media savvy, so that they can bridge religious divides, build community, pursue justice, and heal the world. Learn more at [AuburnSeminary.org](http://AuburnSeminary.org).*

### SUMMARY

The Director of Individual Partnerships is responsible for managing and implementing strategies that engage and cultivate relationships with Auburn's individual donor partners. The position is a member of the Strategic Philanthropy team and reports to the Vice President, Strategic Philanthropy.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include but are not limited to the following:

#### **Individual Funding & Partnerships Strategies**

- Provide thought leadership to develop and execute an individual giving plan designed to meet Auburn's annual budget goal, five-year plan and capital campaign goal.
- Provide thought leadership on, and work closely with Vice President, Strategic Philanthropy to identify, prioritize and match current and emerging funding and build new and deepening existing relationships.
- Maintain individual prospect and donor matrix and calendar of deadlines and engagement.
- Manage and track portfolio of donors, create and execute strategies to cultivate and solicit donors for Auburn priorities: support Auburn staff to develop, evaluate and track portfolio activities.
- Work collaboratively across departments to create and execute engagement opportunities and events, produce collateral materials aligning with Auburn's objectives and donors' philanthropic interests.
- Support senior leadership in furthering Auburn's capital campaign strategies and priorities: assist in executing strategies to cultivate and solicit donors.
- Support fundraising activities to further the impact of Auburn's capital campaign, all donor engagement events, including President's Global Forum, Lives of Commitment Award Breakfast, and participate in the planning and execution of 200<sup>th</sup> anniversary activities.
- Represent Auburn with integrity, bringing commitment and purpose to all aspects of the position.

### **Finance, Compliance And Record Keeping**

- Coordinate, maintain and oversee department's use of Salesforce: ensure integrity of database and alignment of data entry, including use and management in collaboration with Finance Department.
- Generate fundraising forecasts, analysis and reports; and maintain accuracy of individual giving records.
- Ensure timely entry of donations and pledges into fundraising database, and collaborate with Finance Department to ensure accuracy.
- Produce reports and projections on individual giving for Auburn's internal budget preparation and reporting and participate in budget development.
- Maintain accurate computer folders and files.

### **Communications And Engagement**

- Initiate and steward engagement strategies for individual partners and other institutional giving representatives (e.g. quarterly briefing conference calls, e-updates).
- Provide thought leadership to develop and execute Auburn's
- Collaborate across departments, especially with Communications and Senior Staff to ensure compliance with public recognition requirements and to develop communication and recognition opportunities.

### **QUALIFICATIONS & REQUIREMENTS**

- Bachelor's degree (B.A.) required; Master's (M.A.) or other advanced degree preferred.
- Two to three years of development experience, the ideal candidate is knowledgeable about social justice and the world of philanthropy.
- The ideal candidate must possess excellent strategic, administrative, organizational and writing skills. This position requires a self-motivator, strong communicator (both written and verbal) with excellent interpersonal skills and the ability to relate to a wide range of individuals, groups or settings.
- The ideal candidate should be a team player but also an independent thinker unafraid to exhibit leadership within his or her sphere of influence. He or she must be analytic, adept at problem solving, trouble-shooting, and able to see the "big picture" even while remaining attentive to detail.
- Flexibility and an ability to thrive under pressure and manage competing priorities are key requirements for this position.
- Strong planning and organizational skills, ability to prioritize, manage time effectively, be flexible and work effectively under pressure.
- Intellectual curiosity and openness to religious and cultural diversity is also a must.
- Computer skills: Proficiency in MS Word and Excel required; Strong computer skills including funding databases and prospect research tools – strong knowledge of Salesforce database software a plus.
- Ability to represent Auburn with integrity, enthusiasm and commitment.

### **TO APPLY:**

Please send your resume and thoughtful cover letter to the attention of Zulma Miranda, Auburn's Vice President, Strategic Philanthropy, at [work@auburnseminary.org](mailto:work@auburnseminary.org). Please use the job title as the subject line of your email, and use the PDF format for all application materials. No phone calls, please.

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