### Corporate and Foundation Relations Family

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<th>Level</th>
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<th>Education/Experience (Minimum Required)</th>
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| 59E   | Corporate and Foundation Relations Management I | Bachelor’s degree 8+ years of progressive Alumni Affairs and/or Development Supervisory experience Advanced knowledge | • Provides creative and strategic development programs to identify corporate donors and meet the School's needs and goals  
• Personally manages a portfolio of prospects  
• Responsible for securing corporate financial support for the University  
• Directs and manages a team of officers in the identification, cultivation, solicitation and stewardship of major corporations and foundations  
• Develops and is accountable for meeting overall department goals and objectives for major gift cultivation and solicitation  
• Develops and manages prospect strategy for the team  
• Develops tracking mechanisms used to measure goals  
• Provides direction, mentoring and training to staff  
• Analyzes and assigns areas of solicitation to staff  
• Works with financial advisors, Harvard Management Company, donors and campaign directors | IMPACT  
Substantial impact on operations, resources, or University’s reputation  
SCOPE  
Manages a small to medium sized Corporate and Foundation Relations function; solicits gifts of 5+ million | RECEIVED  
Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.  
GIVEN  
Manages:  
Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area. |