

## ALUMNI AFFAIRS AND DEVELOPMENT JOB FUNCTION GUIDE

### Alumni Affairs Family

Level	Function/ Roles	Education/ Experience (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57E	Alumni Affairs Management I	Bachelor's degree  5+ years of progressive experience in Alumni Affairs  Supervisory experience  Advanced knowledge of Alumni Affairs	<ul style="list-style-type: none"> <li>• Serves as internal consultant to senior fundraisers to develop and coordinate donor relations activities as they pertain to alumni participation</li> <li>• Works closely with development departments to ensure consistency in projects and programs addressing alumni donors</li> <li>• Responsible for enhancing School's reputation and broadening alumni participation by developing, directing and managing a global alumni relations effort</li> <li>• Develops strategic operational plans for the department</li> <li>• Identifies and cultivates volunteer structure to attract, retain and stimulate alumni involvement</li> <li>• Enhances existing programs and creates new initiatives</li> <li>• Manages department budget</li> </ul>	<p><b>IMPACT</b> Moderate impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Oversees Alumni Affairs activities of small alumni affairs and development department or a medium sized program in a larger school</p>	<p><b>RECEIVED</b> <b>Under General Direction:</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN</b> <b>Manages:</b> 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.</p>

**NOTE:**

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion