ALUMNI AFFAIRS AND DEVELOPMENT JOB FUNCTION GUIDE

Annual Giving Family

Level	Function/ Roles	Education/ Experience (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58E	Annual Giving Management II	Bachelor's degree 7+ years of progressive experience in Research Supervisory experience Advanced knowledge of annual giving	• Manages multiple large fund programs (e.g. high profile reunion giving; 25th or 50th) *The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed (Impact/scope, Education/Experience, and Supervision)*	**IMPACT** Significant impact on operations, resources, or University's reputation **SCOPE** Responsible for designing and implementing the annual fund raising program for a medium school or a large program or multiple medium sized programs	**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.

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*