

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
56E	Annual Giving Officer I	Bachelor's degree 3+ years experience in an alumni or development environment Supervisory experience	<ul style="list-style-type: none"> • Reporting to senior officer, maintains and expands an aggressive Annual Giving program • Responsible for management of development activities including identification, recruitment, solicitation and stewardship of alumni volunteers and prospects • Participates in design of cultivation and solicitation strategies and programs for annual giving prospects and assists in their implementation • Manages a portfolio of annual gift alumni • Manages volunteer gift committees • Develops and implements class-wide fundraising plans and individual prospect strategies • Manages phonathon program, including: setting goals, hiring and training student callers, producing phonathon cards and scripts and tracking/analyzing results • Manages direct mail, annual appeals and newsletters programs • Manages student calling program • Collaborates with senior management team, supervisor, major gifts, planned giving, alumni association, the reunion office, students, volunteers, donors and faculty members to further the cause of fundraising efforts for each reunion campaign • Prepares written materials such as annual appeals, annual report, thank you letters and financial reports 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Responsible for designing and implementing annual fundraising programs for current and more recent classes</p>	<p>RECEIVED Under General Direction: 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>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</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