

## ALUMNI AFFAIRS AND DEVELOPMENT JOB FUNCTION GUIDE

### Development 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	Development Management I	<p>Bachelor's degree</p> <p>5+ years of progressive experience in development</p> <p>Supervisory experience</p> <p>Advanced knowledge of development</p>	<ul style="list-style-type: none"> <li>• Working collaboratively with dean, faculty, colleagues, administrators and boards to develop and manage fundraising strategies and development planning (e.g. major gifts, annual giving, research, stewardship, planned giving)</li> <li>• Plans and sets targeted objectives and goals integrating the work of all departments</li> <li>• Plans, manages and accountable for establishing special programs and coordinates special events which may include alumni activities</li> <li>• Manages communication strategy including proposal development</li> <li>• Analyzes campaign results and works with senior team to lay groundwork for future campaigns</li> <li>• Works closely with fundraising staff to develop cultivation and solicitation strategies</li> <li>• Develops policies and procedures for department</li> </ul>	<p><b>IMPACT</b> Moderate impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Oversees small development department</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 HUUCTW due to job content, grade and/or a Confidential / Supervisory exclusion