

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 Officer II	<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"> • Recruits, manages and maintains close personal contact with high-level alumni volunteer leaders to set goals, identify prospects, and oversee gift solicitations • Develops prospect strategy and monitors leadership solicitation • Works with other development staff to strategize and implement fundraising efforts across areas (e.g. major gifts, planned giving) • Develops and manages comprehensive programs and strategies to maintain and increase giving • Establishes relationships with colleagues at peer institutions to establish benchmarks and to compare and contrast programs • Manages portfolio of major gift, special gift, and general gift alumni 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides management with advanced development expertise and program direction</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*