

ALUMNI AFFAIRS AND DEVELOPMENT JOB FUNCTION GUIDE

Major 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
59E	Major Gifts Management I	Bachelor's degree 8+ years of related experience Supervisory experience Advanced knowledge of fundraising	<ul style="list-style-type: none"> • Provides creative and strategic programming to identify donors and meet the School's needs and goals • Personally manages a portfolio of prospects • Responsible for securing corporate financial support for the University • Directs and manages a team of major gift officers in the identification, cultivation, solicitation, strategizing and stewardship of major gift prospects • Develops and accountable for meeting overall department goals and objectives for major gift cultivation and solicitation • Develops and manages prospect strategy for the team • Develops tracking mechanisms used to measure goals • Provides direction, mentoring and training to major gifts staff • Analyzes and assigns major gift areas to staff • Works closely with other campaign directors 	<p>IMPACT Substantial impact on operations, resources, or University's reputation</p> <p>SCOPE Manages a medium sized major gifts function; generally responsible for leadership or top donor gifts</p>	<p>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.</p> <p>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.</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