

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
58E	Major Gifts Officer II	Bachelor's degree 7+ years of related experience Supervisory experience Advanced knowledge of fundraising	<ul style="list-style-type: none"> • Serves as internal consultant to senior fundraisers to develop and coordinate donor relations activities • Works closely with development departments to ensure consistency in projects and programs addressing donors • Participates in strategic gift planning for school 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE* Generally solicits major gifts of \$500,000 – \$1,000,000 range</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 Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

* The level for these positions is a combination of the number of leads being followed, the target amounts over a particular period of time, and the territory assigned

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