

ALUMNI AFFAIRS AND DEVELOPMENT JOB FUNCTION GUIDE

ALDEV Research Family

Level	Function/ Roles	Education/ Experience (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
55N	ALDEV Research Administrator	Bachelor's degree 2+ years Alumni Affairs and/or Development experience	<ul style="list-style-type: none"> • As directed and/or with guidelines, performs biographical and financial research and analysis of individuals, using the Hollis development database and outside sources and prepares reports and/or briefings for events and fundraising officers • Qualifies sources of support for fundraising priorities • Participates in projects as assigned • Assists fundraisers with matching school/units priorities and programs with potential donors <p style="text-align: center;"><i>Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55</i></p>	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides management with fund raising information</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