ALUMNI AFFAIRS AND DEVELOPMENT JOB FUNCTION GUIDE

Stewardship Family

Level	Function/ Roles	Education/ Experience (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E* or 56N	Stewardship Associate II	Bachelor's degree 3+ years experience in Alumni Affairs and/or Development	• Develops departmental policies and procedures • Develops and recommends communication strategies, policies and procedures to engage donors and keep them informed • Proactively motivates giving through creating identification and recognition programs and opportunities • Prepares gift acknowledgements and appeals for donors using templates and/or guidance on fund raising objectives and/or past giving history and other data stored in database	**IMPACT** Some impact on operations, resources, or University's reputation **SCOPE** Provides management with comprehensive stewardship knowledge and program insight	**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. **GIVEN** **Individual Contributor:** Works independently or as part of a team to achieve results.

Exemption status is determined by FLSA testing

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*