

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
57E	Stewardship Associate III	<p>Bachelor's degree</p> <p>5+ years of progressive experience in donor relations</p> <p>Advanced knowledge of stewardship</p>	<ul style="list-style-type: none"> • Designs, plans and executes selected recognition events (e.g. leadership gifts) • Proposes new strategies for recognizing donors of particularly notable gifts and designs individualized stewardship strategies • Develops stewardship publications of a high level 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Takes initiative in providing management with advice on complex and critical stewardship issues; primarily works with leadership giving and corporations and foundations</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