

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 Management I	<p>Bachelor's degree</p> <p>5+ years of progressive experience in donor relations</p> <p>Supervisory experience</p> <p>Advanced knowledge of stewardship</p>	<ul style="list-style-type: none"> • Designs, plans and executes selected recognition events • Proposes new strategies for recognizing donors of particularly notable gifts and designs individualized stewardship strategies • Develops stewardship publications of a high level • Manages staff involved in stewarding donors, ensuring complete and accurate records and obtaining appropriate publicity for gifts 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Manages the function for a small to medium sized program.</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 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