

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
58E	Stewardship Management II	<p>Bachelor's degree</p> <p>7+ years of progressive experience in donor relations</p> <p>Management experience</p> <p>Advanced knowledge of stewardship</p>	<ul style="list-style-type: none"> • Plans, implements and coordinates a university-wide donor relations program • 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 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Manages the function for a medium to large sized program.</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 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