

## ALUMNI AFFAIRS AND DEVELOPMENT JOB FUNCTION GUIDE

### Annual Giving Family

| Level | Function/<br>Roles         | Education/<br>Experience<br>(Minimum<br>Required)  | Typical Duties and Responsibilities<br>(Cumulative from level to level in each job family)  | Impact/Scope   | Supervision  |
|-------|----------------------------|--|---|--|--|
| 57E   | Annual Giving Management I | <p>Bachelor's degree</p> <p>5+ years of progressive experience in an alumni or development environment</p> <p>Supervisory experience</p> | <ul style="list-style-type: none"> <li>• Manages multiple annual fund programs (e.g. reunion giving, phonathon, class agents, parents fund,)</li> <li>• Recruits, manages and maintains close personal contact with high-level alumni volunteer leaders to set goals, identify prospects, and oversee gift solicitations</li> <li>• Develops prospect strategy and monitors leadership solicitation</li> <li>• Works with other development staff to strategize and implement fund-raising efforts across areas (e.g. major gifts, planned giving)</li> <li>• Develops and manages comprehensive programs and strategies to maintain and increase annual giving; acquire new annual donors; and retain and upgrade existing donors</li> <li>• Establishes relationships with colleagues at peer institutions to establish benchmarks and to compare and contrast programs</li> <li>• Develops policies and procedures for department</li> </ul> | <p><b>IMPACT</b><br/>Moderate impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Responsible for designing and implementing the annual fund raising program for a small school or for medium sized programs</p> | <p><b>RECEIVED</b><br/><b>Under General Direction:</b> 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><b>GIVEN</b><br/><b>Manages:</b><br/>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