

ALUMNI AFFAIRS AND DEVELOPMENT JOB FUNCTION GUIDE

Corporate and Foundation Relations Family

Level	Function/ Roles	Education/ Experience (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59E	Corporate and Foundation Relations Management I	Bachelor's degree 8+ years of progressive Alumni Affairs and/or Development Supervisory experience Advanced knowledge	<ul style="list-style-type: none"> • Provides creative and strategic development programs to identify corporate donors and meet the School's needs and goals • Personally manages a portfolio of prospects • Responsible for securing corporate financial support for the University • Directs and manages a team of officers in the identification, cultivation, solicitation and stewardship of major corporations and foundations • Develops and is accountable for meeting overall department goals and objectives for major gift cultivation and solicitation • Develops and manages prospect strategy for the team • Develops tracking mechanisms used to measure goals • Provides direction, mentoring and training to staff • Analyzes and assigns areas of solicitation to staff • Works with financial advisors, Harvard Management Company, donors and campaign directors 	<p>IMPACT Substantial impact on operations, resources, or University's reputation</p> <p>SCOPE Manages a small to medium sized Corporate and Foundation Relations function; solicits gifts of 5+ million</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