

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
57E	Corporate and Foundation Relations Officer I	<p>Bachelor's degree</p> <p>5+ years of progressive experience in major gifts and/or corporate and foundation giving</p> <p>Supervisory experience</p> <p>Advanced knowledge of Corporate and Foundation Relations</p>	<ul style="list-style-type: none"> • Responsible for creating and carrying out fundraising activities for a defined portfolio of corporations and foundations • Identifies new corporate and institutional/foundation prospects • Manages special events to involve and cultivate prospects; works with events staff to operationalize • Plans, coordinates, and participates in soliciting gifts • Closely collaborates with dean and the faculty • Produces financial reports and campaign totals • Identifies stewardship opportunities for major corporate donors • Maintains existing relationships and builds new ones • Creates and implements strategy for solicitations • Coordinates with other fund development and alumni relations staff • Build a comprehensive fundraising program for assigned territory 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Works with donors and prospects to solicit Corporate and Foundation gifts</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