

ALUMNI AFFAIRS AND DEVELOPMENT JOB FUNCTION GUIDE

Development Family

Level	Function/ Roles	Education/ Experience (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E	Development Officer I	Bachelor's degree. 3+ years experience in development	<ul style="list-style-type: none"> • Produces donor profiles, identifies prospects, searches databases and drafts detailed and complex briefs • Works closely with and serves as liaison to donors, prospects, advisors, committees/boards and university-wide development staff • Recruits and manages volunteers; selects committee members • Manages annual fund programs including fundraising (e.g. direct mail appeals and phonathon program(s)) • Participates in determining fundraising priorities and other strategic initiatives for the department • Participates in deciding on stewardship vehicles and opportunities • Cultivates and manages relationships with international study centers across the University • Integrates programs with those of other development and alumni relations departments • Conceptualizes and develops proactive prospecting methodologies to support fundraising objectives 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides management with comprehensive development knowledge and program insight</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 Individual Contributor: Works independently or as part of a team to achieve results.</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