

## ALUMNI AFFAIRS AND DEVELOPMENT JOB FUNCTION GUIDE

### Major Giving 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	Major Gifts Officer I	Bachelor's degree  5+ years of related experience  Supervisory experience  Advanced knowledge of fundraising	<ul style="list-style-type: none"> <li>• Responsible for creating and carrying out fundraising activities for a defined portfolio</li> <li>• Identifies new individual, corporate and institutional/foundation prospects</li> <li>• Manages special events to involve and cultivate prospects; works with events staff to operationalize</li> <li>• Recruits, coordinates and provides support to volunteers, committees and events</li> <li>• Plans, coordinates, and participates in soliciting gifts</li> <li>• Closely collaborates with dean and the faculty</li> <li>• Produces financial reports and campaign totals</li> <li>• Identifies stewardship opportunities for major donors</li> <li>• Maintains existing relationships and builds new ones</li> <li>• Creates and implements strategy for solicitations</li> <li>• Works with donors and prospects capable of making major gifts</li> <li>• Coordinates with other fund development and alumni relations staff</li> <li>• Builds a comprehensive fund-raising program for assigned territory</li> <li>• Utilizes committee to assist with volunteers who solicit major gifts</li> </ul>	<p><b>IMPACT</b> Moderate impact on operations, resources, or University's reputation</p> <p><b>SCOPE*</b> Generally solicits \$100,000 – \$500,000 range</p>	<p><b>RECEIVED</b> <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> <b>Supervises:</b> Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

\* The level for these positions is a combination of the number of leads being followed, the target amounts over a particular period of time, and the territory assigned

**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