

ALUMNI AFFAIRS AND DEVELOPMENT JOB FUNCTION GUIDE

ALDEV Research 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	ALDEV Research Management I	Bachelor's degree 5+ years of progressive experience in Research Supervisory experience Advanced knowledge of Research	<ul style="list-style-type: none"> • Plans and sets targeted objectives and goals integrating the work of prospect research into overall fundraising objectives • Analyzes campaign results and works with senior team to lay groundwork for future campaign • Works closely with fundraising staff to develop cultivation and solicitation strategies • Assists in development and documentation of policies and procedures for ongoing research • Responsible for quality control, improving research practices and implementing appropriate systems • Respected on outside as expert in particular type of fundraising • Travels as an active participant with fundraiser on donor calls to provide subject matter expertise during prospective donor meetings 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Oversees development research activities of small alumni affairs and development department</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 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