

## **JOB FAMILY CONCEPT**

This family consists of six levels of development work. Levels are distinguished based on the complexity of the work, level of supervision received, application of philanthropic concepts and the

- Assist in the development of processes, procedures and participate in the planning process
- Create, implement and assess programs, plans, protocols and strategies
- Create and implement marketing programs and strategies
- Responsible for short and long term plans, strategic direction and vision
- Identify financial needs of the organization and methods for achieving financial goals
- Identify, research and write grants to secure funding
- Define, develop and maintain budget
- Interpret, analyze and respond to daily requests for information from a wide variety of internal & external constituencies
- Utilize and analyze data to interpret information and design/produce reports
- Serve as advisor and resource for fundraising activities
- Serve as a strategic advisor to executive management
- Lead workgroups
- Supervise staff

### **LEVELS AND COMPETENCIES**

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, the scope, complexity, and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

**Level 1**  
**PCLS: 03401**

**Grade 77**  
**Non-Exempt**

#### ***Descriptors***

Work is performed under intermittent supervision and within well-defined guidelines. This is the entry level which exposes incumbents to a variety of development functions in order to acquire familiarity and experience with fundraising activities and development functions. Act as a liaison with donors to provide routine technical information and provide advice on basic development policies and procedures. Assist in the creation of solicitation and/or stewardship materials, printed media and correspondence. Assist in the coordination of fundraising events. Participate in project and program activities. Perform research on donor information and provide data to donors and fundraising staff. Utilize data and prepare development reports and materials. Refer non-routine problems and issues to a higher level. Positions at this level are distinguished from higher levels by the closeness of supervision and the performance of routine development tasks requiring the application of standard procedures, techniques and criteria.

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review documents for accuracy. Ability to understand and apply rules, regulations and policies as they relate to development functions. Ability to apply and understand routine development principles. Ability to establish and maintain professional working relationships. Ability to multi-task and meet deadlines. Ability to handle confidential and sensitive information.

***Education and Experience***

Associate's degree in communications, marketing, public relations, business, public administration or relevant field and one year of relevant experience or an equivalent combination of training and experience.

**Level 2**

**PCLS: 03402**

**Alternative PCLS: \*\*\*09410**

**Grade 78**

**Non-Exempt**

***Descriptors***

Work is performed under administrative supervision. Positions in this level proactively maintain relationships with existing donors to solicit gifts. Perform development functions that are small in complexity\* and scope\*. Assist in program development and strategies for fundraising. Assist in the implementation of recognition programs. Utilize data to synthesize information and produce complex reports. Coordinate and support development activities and special events. Identify, inform, research and qualify gift prospects through individual solicitation, cultivation and analysis. Assist in developing support materials for specific fundraising activities. May lead\*\* students. This level is distinguished from level one by proactively soliciting gifts and assisting in implementing fundraising strategies and programs, and by the performance of professional development functions.

***Knowledge, Skills, and Abilities***

Same as level 1, plus: Knowledge of philanthropic support. Knowledge of applicable rules and regulations. Strong customer service/public relations skills. Strong verbal and written communication skills. Excellent organization and critical thinking skills. Networking, budgeting and research skills. Ability to be accurate, pay attention to details and operate in a confidential manner. Ability to create, organize, and analyze complex reports. Ability to establish and maintain effective working relationships. Ability to balance needs of donors with institutional priorities. Ability to represent the University with the highest degree of professionalism and positive public relations to all donor and friends at University sponsored and non-sponsored events. Ability to lead\*\* students.

***Education and Experience***

Bachelor's degree in communications, marketing, public relations, business, public administration or relevant field and one year of relevant experience or an equivalent combination of training and experience.

**Level 3**  
**PCLS: 03403**  
**Alternative PCLS: \*\*\*09420**

**Grade 79**  
**Exempt**

***Descriptors***

Work is performed under administrative supervision. This is the fully independent development professional level that is responsible for iden

mission and priorities. Create, review and execute stewardship strategies for current donors. Responsible for program and/or department budget. Write and manage grants to secure funding. Supervise\*\* staff and/or lead executive level volunteers including board members. This level is distinguished from level three by the responsibility for a major giving plan, serving as an expert resource for a unit and supervising\*\* staff and/or leading executive level volunteers in a unit that is small in complexity\* and scope\*.

***Knowledge, Skills, and Abilities***

Same as level 3, plus: Advanced knowledge of philanthropic support, fundraising and donor relations. Moderate knowledge of industry trends, best practices and technology. Knowledge of individual's motivations to give philanthropically. Knowledge of program evaluation methodologies. Strong motivational skills. Supervisory\*\* skills. Demonstrated ability in soliciting major gifts and success in fundraising. Ability to cultivate and solicit individuals based on their values, interest and motivations. Ability to provide sound advice to internal and external stakeholders. Ability to work with community leaders, and executives. Ability to develop and successfully execute strategic fundraising plans. Ability to apply research results for fundraising principles and strategies. Ability to conceptualize and assess fundraising goals and strategies. Ability to write grants and successfully secure funding as it relates to strategic mission.

***Education and Experience***

Bachelor's degree in communications, marketing, public relations, business, public administration or relevant field and four years of experience, or an equivalent combination of training and experience. Master's degree in relevant field preferred. Certified Fund Raising Executive (CFRE) certification preferred.

**Level 5**  
**PCLS: 03405**

**Grade 82**  
**Exempt**

***Descriptors***

Work is performed under general direction. Direct a fundraising unit and/or programs(s) that are moderate in complexity\* and scope\*. Analyze, conceptualize, plan and implement plans and goals to increase giving levels of potential donors while using strategic planning, and industry best practices utilizing a variety of vehicles that may include Major Gifts, Annual Giving, Planned Giving, Stewardship, Corporation & Foundation Relations. Participate in strategic and long-range planning for a unit. Create and maintain programs. Establish, maintain and enforce policies and procedures. Develop and foster long-term relationships with high level donors to create sustainability. Responsible for the fundraising program and its implementation. Responsible for ensuring compliance with applicable laws, regulations, policies and procedures. Project, develop and maintain budget. Identify, research and write grants to secure funding. Supervise\*\* professional staff. This level is distinguished from level four by the responsibility for a fundraising program, developing policy, managing professionals in a development unit that is moderate in complexity\* and scope\* and increased independence to make decisions that may impact the program, department, MAU, or institution.

***Knowledge, Skills, and Abilities***

Same as level 4, plus: Knowledge of fundraising programs. Extensive program management and budget skills. Supervisory\*\* and management skills. Ability to direct a moderately complex\* unit involving multiple operations, projects and programs. Ability to recommend long-term and strategic plans. Ability to identify, research and write grants. Ability to develop policy.

***Education and Experience***

Master's degree in communications, marketing, public relations, business, public administration or relevant field and four years of experience, or an equivalent combination of training and experience. A Certified Fund Raising Executive (CFRE) certification is preferred.

**Level 6**  
**PCLS: 03406**

**Grade 83**  
**Exempt**

***Descriptors***

Work is performed under long-range administrative direction. Direct multiple components of a comprehensive fundraising unit that is large in complexity\* and scope\*. Positions at this level have overall administration and ultimate accountability for all components of a development program with significant impact at the MAU and/or system-wide level. Lead\*\* the philanthropic development team including Major Gifts, Annual Giving, Planned Giving, Stewardship, Corporation & Foundation Relations. Identify financial needs and write proposals to secure funding. Plan, develop, and implement strategies and objectives to meet individual, MAU-wide and system-wide fundraising goals. Cultivate new donor relations by actively and aggressively building new relationships with prospective donors. Typically is a second line supervisor\*\* who directs professional-level staff. Authorized to commit the organization to major ex

\* **Complexity:**