



## Alumni Affairs and Development Job Family: **Prospect Development Officer Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. **A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA.**

### GENERIC JOB PROFILE SUMMARIES

Prospect Development Associate INDIVIDUAL CONTRIBUTOR	Prospect Research/Development Officer II INDIVIDUAL CONTRIBUTOR	Prospect Research/Development Officer III INDIVIDUAL CONTRIBUTOR
<p><b>Prospect Management:</b> Provides tactical intelligence to build a sustainable pipeline of donors including Prospect Identification, assignment, portfolio management and constituent analysis.</p>		
<p><b>Prospect Research:</b> Provides specialized research to identify potential individual and institutional donors in support of division, college and unit Individual Giving Programs, Foundation Relations, through interpreting and synthesizing disparate financial, lifestyle, and philanthropic information.</p>		
<p>In collaboration with Director, review and decide on prospect leadership assignments, process assignment changes and provide subsequent reports.</p>	<p>Provide written reports and memoranda to the President, Vice-Presidents, Program Directors, and Individual Giving Officers.</p>	<p>Provide ongoing assessment of the prospect pipeline and the numbers of prospects necessary to balance portfolios at the annual, leadership, major and principal gift levels. Partner with the Prospect Research to systematically incorporate new prospects into the pipeline.</p>
<p>Assist with portfolio review process as needed.</p>	<p>Identify new prospects with emphasis on those with capacity to give at the major or principal gift level.</p>	<p>Working with fundraising supervisors, conduct ongoing evaluation and analysis of the current prospect pool to ensure balanced portfolios across the division. Work with Prospect Research to understand newly identified prospects and their primary and secondary interests; to aid in strategic assignment of prospects.</p>
<p>Collaborate with and support research analysts in identification of prospects, provide data support.</p>	<p>Gather, interpret and synthesize biographical, business and philanthropic information on alumni, parents and corporate, foundation and individual friends from a wide range of electronic and print, external and internal resources.</p>	<p>Manage prospect assignment and clearance processes for all gift officer portfolios across the division; including the communication of these processes to all participants.</p>

<b>Prospect Development Associate INDIVIDUAL CONTRIBUTOR</b>	<b>Prospect Research/Development Officer II INDIVIDUAL CONTRIBUTOR</b>	<b>Prospect Research/Development Officer III INDIVIDUAL CONTRIBUTOR</b>
Provide Major/Principal Gifts support by preparation of monthly project assignment meetings, manage database for prospect reassignment.		
Develop emerging reporting systems and provide complex reports to support leadership.	Conduct detailed financial calculations and analyses, make appraisals of a donor's giving capacity and potential interests, and make tracking recommendations based on analyses and appraisals	Provide analysis and consultative services to gift officers and fundraising supervisors about officer progress and performance. Provide insight, feedback and expertise about prospect tracking, prospect and pipeline management to inform strategy development.
	Provide analysis of trends and issues that impact philanthropy.	Outline protocols to allow tracking of prospect activity for the purpose of accountability and to ensure historical record of the prospect/donor relationship with the Institution.
	Provide research training and resource knowledge to staff across the division.	

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11696 PROSPECT DEVELOPMENT ASSOCIATE, BAND E NEX	11540 PROSPECT RESEARCH/DEVELOPMENT OFFICER II, BAND F	11541 PROSPECT RESEARCH/DEVELOPMENT OFFICER III, BAND G
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Bachelor's degree or equivalent; up to 2 years experience or equivalent	Bachelor's degree or equivalent; 2 but less than 4 years experience or equivalent	Bachelor's degree or equivalent; 3 but less than 5 years experience or equivalent
<b>IMPACT</b>	Moderate impact	Moderate impact	Substantial impact
<b>CONTACTS - INSIDE</b>	Assists others Cooperation of task completion	Assists others Cooperation of task completion	Provide guidance to others Coordinate activities
<b>CONTACTS - OUTSIDE</b>	Providing/receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentations and negotiate with others	Providing/receive guidance, advice or information that must be analyzed and developed by the position
<b>CONTACTS - STUDENTS</b>	Occasional contact to provide information and instruction	Occasional contact to provide information and instruction	Occasional contact to provide information and instruction

<b>FACTOR PROFILE</b>	<b>11696 PROSPECT DEVELOPMENT ASSOCIATE, BAND E NEX</b>	<b>11540 PROSPECT RESEARCH/DEVELOPMENT OFFICER II, BAND F</b>	<b>11541 PROSPECT RESEARCH/DEVELOPMENT OFFICER III, BAND G</b>
<b>SUPERVISION</b>	Provide occasional guidance on work methods or procedures	Provide on-the-job training, guidance, advice and counsel to other employees in the group and others in a similar position	Day-to-day supervision to employees within the dept.
<b>COMPLEXITY</b>	Frequently adapt, combine or make improvements in an existing service, product, process or program; work requires reasoning skills and judgment	Frequently adapt, combine or make improvements in an existing service, product, process or program; work requires reasoning skills and judgment	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Duties involve diverse and unrelated processes; work requires sophisticated reasoning skills
<b>LEVEL OF DECISION MAKING</b>	Assist in and influence decisions concerning policy-setting, research, planning or students	Assist in and influence decisions concerning policy-setting, research, planning or students	Assist in and influence decisions concerning policy-setting, research, planning or students
<b>EFFECT OF DECISION MAKING</b>	Directly affect a functional area Minimal effect on students and employees	Directly affect a functional area Minimal effect on students and employees	Directly affect multiple functional areas Limited effect on students and employees
<b>FREEDOM OF ACTION</b>	General supervision Some interpretation of established work policies and procedures is required	General supervision Some interpretation of established work policies and procedures is required	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice
<b>WORKING CONDITIONS</b>	Normal working conditions, limited or no exposure to hazardous conditions/materials/equipment.	Normal working conditions, limited or no exposure to hazardous conditions/materials/equipment.	Normal working conditions, limited or no exposure to hazardous conditions/materials/equipment.