



## Alumni Affairs and Development Job Family: **Corporations/Foundation 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

Corporation Foundation Officer II INDIVIDUAL CONTRIBUTOR	Corporation Foundation Officer III INDIVIDUAL CONTRIBUTOR	Corporation Foundation Officer IV INDIVIDUAL CONTRIBUTOR	Corporation Foundation Officer V MANAGEMENT
Develops and implements short and long-term strategies to maximize the relationship with current and potential corporate & foundation donors.	Develops strategies and programs to increase corporate and foundation involvement; Plans, organizes and manages foundation fund raising.	Plans, organizes and manages foundation fund raising.	Plans and directs the university's fund raising approach to corporations and foundations; Senior/Executive Director operational level development position.
Provides strategic research and analysis for top corporate and foundation prospects. Solicits prospects in close partnership with senior CFR colleagues.	Identifies, cultivates, solicits and stewards foundation prospects for priority programs and projects.	Identifies, cultivates, solicits and stewards foundation prospects for priority programs and projects.	Actively establishes and leads University-wide strategies for long-term partnerships with corporations, corporate foundations, and private foundations, resulting in funding for immediate and long-term goals.
Provides strategic research and analysis of industry and funding trends.	Strengthen or establish ties with corporations and foundations, and promote understanding of and support for programs that complement the strategic goals of corporate and foundation partners and prospects.	Strengthen or establish ties with corporations and foundations, and promote understanding of and support for programs that complement the strategic goals of corporate and foundation partners and prospects.	Develops, recommends, and implements policies and procedures for corporate and foundation relations work across campus
Leads collaborations with internal partners to establish and/or grow relationships with external partners.	Collaborates with divisions/schools as directed	Collaborates with divisions within a college and across colleges as needed.	Dotted-line direction/supervision for college-based corporate and foundation relations directors

<b>Corporation Foundation Officer II INDIVIDUAL CONTRIBUTOR</b>	<b>Corporation Foundation Officer III INDIVIDUAL CONTRIBUTOR</b>	<b>Corporation Foundation Officer IV INDIVIDUAL CONTRIBUTOR</b>	<b>Corporation Foundation Officer V MANAGEMENT</b>
Actively seeks opportunities to engage faculty, student and alumni in order to match corporate and foundation prospects.	Plans the involvement of other University officials such as the dean and associate dean in corporate and foundation solicitation activities.	Plans the involvement of other University officials such as the dean and associate dean in corporate and foundation solicitation activities.	Plans the involvement of the President, Provost, and senior university leaders deans in corporate and foundation activities.
Organizes visits for corporate and foundation representatives.			
Works on the development and submission of grant proposals.	Works with faculty, associate deans, and deans on the development and submission of proposals.	Works with faculty, associate dean(s), and dean(s) on the development and submission of proposals.	Develops proposals for university-wide priorities. Advises other CFR directors on proposals as needed.
Supports stewardship of grants.	Stewards corporate and foundation prospects.	Stewards corporate and foundation prospects.	Develops policies and procedures for stewardship of strategic relationships.
Occasional guidance to co-workers.	May include supervisory/ management responsibilities.	May include supervisory/ management responsibilities.	Supervises, assigns, and reviews work of others.

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11519 CORPORATION FOUNDATION OFFICER II, BAND F	11520 CORPORATION FOUNDATION OFFICER III, BAND G	11521 CORPORATION FOUNDATION OFFICER IV, BAND H	11522 CORPORATION FOUNDATION OFFICER V, BAND I
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	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	Bachelor's degree or equivalent; 5 but less than 7 years experience or equivalent	Bachelor's degree or equivalent; 7 but less than 10 years experience or equivalent
<b>IMPACT</b>	Moderate impact	Substantial impact	Substantial impact	Significant impact
<b>CONTACTS - INSIDE</b>	Assists others Cooperation of task completion	Assists others Cooperation of task completion	Persuade others to take particular course of action. Coordinate major activities	Persuade others to take particular course of action. Coordinate major activities
<b>CONTACTS - OUTSIDE</b>	Providing/receive guidance, advice or information that must be analyzed and developed by the position	Providing/receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentations and negotiate with others	Develop and make presentations and negotiate with others
<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	Occasional contact to provide information and instruction

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<b>SUPERVISION</b>	Day-to-day supervision to employees within the department	Day-to-day supervision to employees within the department	Provide supervisory direction to other supervisors	Provide supervisory direction to other managers
<b>COMPLEXITY</b>	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Duties involve diverse and unrelated processes; 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 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	Continually required to develop new innovative solutions, services, products, processes, & programs; work requires conceptual and imaginative thinking in a highly complex and unchartered environment
<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	Responsible for making decisions regarding policy-setting, research, planning, or students
<b>EFFECT OF DECISION MAKING</b>	Directly affect multiple functional areas Limited effect on students and employees	Directly affect several department within a college Significant effect on students and employees	Directly affect several department within a college Significant effect on students and employees	Directly affect entire college or school administrative unit Critical effect on students and employees
<b>FREEDOM OF ACTION</b>	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Little direct supervision Considerable latitude for exercising judgment and self-direction	Little direct supervision Considerable latitude for exercising judgment and self-direction
<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.	Normal working conditions, limited or no exposure to hazardous conditions/materials/equipment.