



Alumni Affairs and Development Job Family: **Development Support 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

AAD Program Assistant I INDIVIDUAL CONTRIBUTOR	AAD Program Assistant II INDIVIDUAL CONTRIBUTOR	Development Support Officer I INDIVIDUAL CONTRIBUTOR	Development Support Officer II INDIVIDUAL CONTRIBUTOR	Development Support Officer III INDIVIDUAL CONTRIBUTOR
Assists with AAD programs and events coordination.	Coordinates AAD programs and events under general supervision.	Independently supports, plans and implements fund-raising programs.	Independently supports, plans and implements fund-raising programs.	Plans and implements short, medium, and long-range fund raising support programs to meet current and future needs.
Coordinates and supports Alumni volunteers and/or student volunteers and employees.	Coordinates, educates and supports Alumni volunteers and/or student volunteers and employees.			
Drafts and edits reports and letters.	Writes reports and letters including web content and promotional materials.	Provides summarization on briefing materials and other supporting documents. Research and synthesize information to ensure accuracy of information.	Provides summarization on briefing materials and other supporting documents. Research and synthesize information to ensure accuracy of information.	Develops briefing materials, talking points, and other supporting materials to be utilized by leadership. Research and synthesize information to ensure accuracy of information.
Maintains various databases, inputting data and generating moderately complex reports.	Uses technical expertise to formulate and design reports, ensures data integrity and provides independent data support to the program area.			
Performs basic development research.	Perform somewhat complex development research.			

AAD Program Assistant I INDIVIDUAL CONTRIBUTOR	AAD Program Assistant II INDIVIDUAL CONTRIBUTOR	Development Support Officer I INDIVIDUAL CONTRIBUTOR	Development Support Officer II INDIVIDUAL CONTRIBUTOR	Development Support Officer III INDIVIDUAL CONTRIBUTOR
Performs defined stewardship and recognition activities.	Evaluates and measures program activity and goals and participates in program design and strategy.	Provides guidance, direction, expertise, and forecasting to program; oversees and ensures integrity of prospect records as related to prospect management activities, including, but not limited to, visits, solicitations, strategies, stages, actions, and clearances.	Provides guidance, direction, expertise, and forecasting to program; oversees and ensures integrity of prospect records as related to prospect management activities, including, but not limited to, visits, solicitations, strategies, stages, actions, and clearances.	Supports the entire University and directs and oversees coordination of institution-wide fund raising activities, and coordinates programs with the institution's schools/colleges.
Coordinates and may oversee computer-based fund raising support systems.	Oversees computer-based fund raising support system and collaborates with users to implement recommendations for system improvement.			
		May initiate activities/tasks required to develop individual cultivation, solicitation, and stewardship strategies and actions aligned with identified institutional priorities.	Initiates and promotes activities/tasks required to develop individual cultivation, solicitation, and stewardship strategies and actions aligned with identified institutional priorities.	
		Coordinates internal support activities involving collaboration with multiple departments and units.	Oversees internal support activities involving close coordination with multiple departments and units.	
		May be responsible as assigned, for prospect identification and solicitation, proposal development, mobilization of outside support, and coordination of internal support activities.	Manages prospect identification and solicitation, proposal development, mobilization of outside support, and coordination of internal support activities.	
			May include supervisory/management responsibilities.	Includes supervisory/management responsibilities.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11291 AAD PROGRAM ASSISTANT I, BAND D NEX	11641 AAD PROGRAM ASSISTANT II, BAND E NEX	11523 DEVELOPMENT SUPPORT OFFICER I, BAND E EX	11524 DEVELOPMENT SUPPORT OFFICER II, BAND F	11525 DEVELOPMENT SUPPORT OFFICER III, BAND G
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate's degree and 2 to 4 years relevant experience or equivalent combination	Associate's degree; and 4 to 6 years relevant experience or equivalent combination	Bachelor's degree and 2 to 4 years relevant experience or equivalent combination	Bachelor's degree and 3 to 5 years relevant experience or equivalent combination	Bachelor's degree and 5 to 7 years relevant experience or equivalent combination
IMPACT	Extends beyond department	Extend beyond college/unit	Moderate impact	Substantial impact	Substantial impact
CONTACTS - INSIDE	Coordinate activities Contribute to group projects	Provide guidance or instruction	Assists others Cooperation of task completion	Assists others Cooperation of task completion	Provide guidance to others Coordinate activities
CONTACTS - OUTSIDE	Conduct somewhat complex business activities Obtain involved information Provide detailed response	Conduct somewhat complex business activities Obtain involved information Provide detailed response	Provide information that exist within pre-established documents/programs	Develop and make presentations and negotiate with others	Providing/receive guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Deals with confidential information such as grades, financial records, etc.	Deals with confidential information such as grades, financial records, etc.	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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SUPERVISION	Students Temporaries On-the-job training	Students Temporaries On-the-job training	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 department
COMPLEXITY	Focus on an entire field	Focus on an entire field	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	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
LEVEL OF DECISION MAKING	Responsible for making some decisions which require consideration of various criteria.	Responsible for making some decisions which require consideration of various criteria.	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
EFFECT OF DECISION MAKING			Directly affect a functional area Minimal effect on students and employees	Directly affect multiple functional areas Limited effect on students and employees	Directly affect several department within a college Significant effect on students and employees
FREEDOM OF ACTION	General supervision Proceeds alone on regular tasks Refers questionable situations to supervisor	Very general supervision Resolve most problems Accomplish most tasks alone Keep supervisor informed of progress	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
WORKING CONDITIONS	Lift less than 10 lbs. Close concentration and visual attention Limited exposure	Lift less than 10 lbs. Close concentration and visual attention Limited exposure	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.