

Cornell University Staff Compensation Program Generic Job Profile Summaries Compensation Services 353 Pine Tree Road, East Hill Plaza, Ithaca, NY 14850 (607) 254-8355 | compensation@cornell.edu | www.hr.cornell.edu

Alumni Affairs and Development Job Family: Annual Fund 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.*

Annual Fund Officer I Annual Fund Officer II Annual Fund Officer III Annual Fund Officer IV Annual Fund Officer V INDIVIDUAL CONTRIBUTOR INDIVIDUAL CONTRIBUTOR INDIVIDUAL CONTRIBUTOR INDIVIDUAL CONTRIBUTOR MANAGEMENT Plan and execute Annual Giving programs Develop strategies for and execute Annual Develop strategies for and execute Annual Manage and direct the operations of the designed to increase participation and Giving programs designed to increase Giving programs designed to increase key programs that contribute to all annual dollars raised through annual giving by participation and dollars raised through participation and dollars raised through giving to Cornell. Develop strategies for alumni, parents, friends and faculty/staff at annual giving by alumni, parents, friends annual giving by alumni, parents, friends and execute Annual Giving programs Cornell. Primary focus is on mass and faculty/staff at Cornell. and faculty/staff at Cornell. designed to increase participation and solicitations for outright annual fund gifts dollars raised through annual giving by alumni, parents, friends and faculty/staff at via direct mail, email, phone or social media. Cornell. Responsibilities include the planning and Responsibilities may include: goal setting, Responsibilities may include: managing Participate in the overall strategic planning, Responsible for the overall strategic implementation of mass marketed volunteer recruitment, volunteer training team members, goal setting, volunteer forecasting, budgeting and direction of planning, forecasting and direction of the outreach to many different segments with and support, identification, cultivation, recruitment, volunteer training and Annual Giving Program's goals and University's Annual Giving Programs goals targeted messaging developed to solicitation, and stewardship activities for support, identification, cultivation, objectives. Responsibilities include: and objectives; provide direction and encourage annual giving to Cornell. motivation as to how these efforts and prospects and donors; program oversight of solicitation, and stewardship activities for managing team members, goal setting, direct mail, digital marketing or student prospects and donors; program oversight of volunteer recruitment, volunteer training initiatives are best integrated into the direct mail, digital marketing or student phone calling programs. and support, identification, cultivation, AA&D overall activities and campaign plans. phone calling programs. solicitation, and stewardship activities for Ensure through effective management, prospects and donors; oversight of direct leadership and training, that all staff mail, digital marketing and/or student members are executing their programs to phone calling programs. the best of their abilities.

GENERIC JOB PROFILE SUMMARIES

Annual Fund Officer I INDIVIDUAL CONTRIBUTOR	Annual Fund Officer II INDIVIDUAL CONTRIBUTOR	Annual Fund Officer III INDIVIDUAL CONTRIBUTOR	Annual Fund Officer IV INDIVIDUAL CONTRIBUTOR	Annual Fund Officer V MANAGEMENT
Collaborate with colleagues in all divisions, colleges, schools, and units to provide support in soliciting and stewarding external constituencies for annual gifts.	Collaborate with colleagues in all divisions, colleges, schools, and units to provide support in soliciting and stewarding prospects and donors for annual gifts.	Collaborate with colleagues in all divisions, colleges, schools, and units to provide support in soliciting and stewarding prospects and donors for annual gifts.	Collaborate with colleagues in all divisions, colleges, schools, and units to provide support in soliciting and stewarding prospects and donors for annual gifts.	
Work with and manage the activity with chosen vendors to accomplish the goals of Annual Giving Programs to increase participation and dollars raised in support of Cornell.	Identify and execute best-practice strategies to accomplish the goals of Annual Giving Programs to increase participation and dollars raised in support of Cornell.	Identify and execute best-practice strategies to accomplish the goals of Annual Giving Programs to increase participation and dollars raised in support of Cornell.	Identify and execute best-practice strategies to accomplish the goals of Annual Giving Programs to increase participation and dollars raised in support of Cornell.	Responsible for the University Annual Fund Goal.
	May also interface regularly with colleagues in Individual Giving, College/Unit Development, and Alumni Affairs to collaborate on topics involving personal solicitation efforts within the Annual Fund.	May also interface regularly with colleagues in Individual Giving, College/Unit Development, and Alumni Affairs to collaborate on topics involving personal solicitation efforts within the Annual Fund.	Interface regularly with colleagues in Individual Giving, College/Unit Development, and Alumni Affairs to collaborate on topics involving personal solicitation efforts within the Annual Fund.	Collaborates with Senior Leadership, Deans and Program Directors across the Division.
Work closely with the Chairs and committee members to maximize their experience as volunteers, meaningfully engaging them in quality training, consistent communication, and clear expectations.	Work closely with the Chairs and committee members to maximize their experience as volunteers, meaningfully engaging them in quality training, consistent communication, and clear expectations.	Work closely with the Chairs and committee members to maximize their experience as volunteers, meaningfully engaging them in quality training, consistent communication, and clear expectations	Maximize the volunteer experience of committee members by engaging them effectively in the assignment process, providing one on one support and training as they navigate their assignments and questions that arise from their prospects. Provide frequent updates to committee members on overall progress to date and new developments involving their assigned prospects. Provide meaningful, personalized effective strategies for each assignment.	Provide support and leadership to the National Tower Club Chair(s), including regular communication about progress toward goals and discussion of strategy around Regional Campaign Committee efforts
		Oversee facets of an Annual Fund Program. Provide supervision, support, and guidance to Annual Fund Officers and Support Staff	Oversees an Annual Fund Program. Provides supervision, support, and guidance to Annual Fund Officers and Support Staff.	Supports the entire University and directs all aspects of University Annual Giving Program. Supervises the Annual Fund Directors.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11514 ANNUAL FUND OFFICER I, BAND E	11515 ANNUAL FUND OFFICER II, BAND F	11516 ANNUAL FUND OFFICER III, BAND G	11517 ANNUAL FUND OFFICER IV, BAND H	11518 ANNUAL FUND OFFICER V, BAND I
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree and up to 2 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	Bachelor's degree and 7 to 10 years relevant experience or equivalent combination
ІМРАСТ	Limited impact	Moderate impact	Substantial impact	Moderate impact	Significant impact
CONTACTS - INSIDE	Assists others Cooperation of task completion	Assists others Cooperation of task completion	Provide guidance to others Coordinate activities	Provide guidance to others Coordinate activities	May involve sensitive issues Coordinate major activities
CONTACTS - OUTSIDE	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	Develop and make presentations and negotiate with others	Develop and make presentations and negotiate with others
CONTACTS - STUDENTS	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	Occasional contact to provide information and instruction

FACTOR PROFILE	11514 ANNUAL FUND OFFICER I, BAND E	11515 ANNUAL FUND OFFICER II, BAND F	11516 ANNUAL FUND OFFICER III, BAND G	11517 ANNUAL FUND OFFICER IV, BAND H	11518 ANNUAL FUND OFFICER V, BAND I
SUPERVISION	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.	Day-to-day supervision to employees within the dept.	Provide supervisory direction to other managers
COMPLEXITY	Occasionally adapt, combine or make improvements in an existing service, product, process or program; work requires the application of logic and common sense	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	Continually required to develop new, imaginative or innovative solutions, services, products, process or programs. Duties are extremely diverse and wide variety of unrelated processes; work requires conceptual and imaginative thinking in a highly complex and uncharted environment
LEVEL OF DECISION MAKING	Responsible for making decisions within prescribed limits and/or providing input to others for decision-making	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	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 a functional area Minimal effect on students and employees	Directly affect multiple functional areas Limited effect on students and employees	Directly affect several departments within a college Significant effect on students and employees	Directly affect entire college or school administrative unit Critical effect on students and employees
FREEDOM OF ACTION	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	Little direct supervision Considerable latitude for exercising judgment and self-direction	Little direct supervision Considerable latitude for exercising judgment and self-direction

FACTOR PROFILE	11514 ANNUAL FUND	11515 ANNUAL FUND	11516 ANNUAL FUND	11517 ANNUAL FUND	11518 ANNUAL FUND
	OFFICER I, BAND E	OFFICER II, BAND F	OFFICER III, BAND G	OFFICER IV, BAND H	OFFICER V, BAND I
WORKING CONDITIONS	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.	Normal working conditions including no or limited exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required.