



Alumni Affairs and Development Job Family: **Gift Associate 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

Gift Associate I INDIVIDUAL CONTRIBUTOR	Gift Associate II INDIVIDUAL CONTRIBUTOR
Build strategies and facilitate connections with university stakeholders, create campus visit itineraries, provide event coordination, prospect development and stewardship for 2 to 4 Gift Officers.	Build strategies and facilitate connections with university stakeholders, create campus visit itineraries, provide event coordination, prospect development and stewardship for 4 to 6 Gift Officers.
Develop written communication using in-depth knowledge of university priorities, programs, initiatives, and engagement opportunities for diverse audiences including background materials, correspondence, proposals, gift documentation, and nominations.	Develop written communication using in-depth knowledge of university priorities, programs, initiatives, and engagement opportunities for diverse audiences including background materials, correspondence, proposals, gift documentation, and nominations.
Research, develop portfolios and provide summarization on briefing materials and other supporting documents. Research and synthesize information to ensure accuracy of information.	Research, develop portfolios and provide summarization on briefing materials and other supporting documents. Research and synthesize information to ensure accuracy of information.
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.
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.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11527 GIFT ASSOCIATE I, BAND E	11528 GIFT ASSOCIATE II, BAND F
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	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
IMPACT	Moderate impact	Substantial impact
CONTACTS - INSIDE	Assists others Cooperation of task completion	Assists others Cooperation of task completion
CONTACTS - OUTSIDE	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
CONTACTS - STUDENTS	Occasional contact to provide information and instruction	Occasional contact to provide information and instruction

FACTOR PROFILE	11527 GIFT ASSOCIATE I, BAND E	11528 GIFT ASSOCIATE II, BAND F
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
COMPLEXITY	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	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
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
WORK CONDITIONS	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required