



Alumni Affairs and Development Job Family: **Major Gifts 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

Gifts Officer II INDIVIDUAL CONTRIBUTOR	Major Gifts Officer III INDIVIDUAL CONTRIBUTOR	Major Gifts Officer IV INDIVIDUAL CONTRIBUTOR	Principal Gifts Officer INDIVIDUAL CONTRIBUTOR
<p>Completes 150+ discovery qualifications.</p> <p>(Discovery) Manages an estimated pool size of 50 to 75 prospect households with not yet established or early stage giving relationships at Cornell. Expectations of regular qualification cultivation, solicitation and stewardship strategies of prospects with growing MGO potential and inclination towards future major giving.</p> <p>(Leadership Gift) Manages an estimated pool size of to 125 prospect households (min 50) with no inclination or capacity to advance in the giving pipeline.</p>	<p>Completes 20 to 40+ discovery qualifications.</p> <p>Manages an estimated pool size of 100 to 120 prospect households comprised of a mixture of unqualified, new, and long-term donors.</p>	<p>Completes 10 to 20+ discovery qualifications.</p> <p>Manages an estimated pool size of 80 to 100 prospect households comprised of a mixture of unqualified, new, and long-term donors. Has no more than 1 to 4 principal gift prospects.</p>	<p>Manages an estimated pool size of 30 to 40 prospect households including Cornell's closest and most generous donor families.</p>

<p>(Discovery) Manages an estimated prospect capacity of \$250,000 to \$999,999, with the charge of qualifying, cultivating and moving prospects through the pipeline of MGO portfolios for long term tracking.</p> <p>(Leadership Gift) Manages an estimated prospect capacity of \$100,000 to \$249,999 with the intent of building their portfolio long term (dropping or moving up the pipeline to MGOs as warranted); no inclination to becoming major gift prospects</p>	<p>Manages an estimated prospect capacity of \$250,000 to \$1,000,000+.</p>	<p>Manages an estimated prospect capacity of \$250,000 to \$10,000,000+.</p>	<p>Manages an estimated prospect capacity of \$10,000,000 to \$100,000,000+.</p>
<p>(Discovery) Regularly solicits and closes annual gifts or multi-year commitments of \$500,000 to \$1,000,000. Annual individual fundraising goal of \$350,000-\$1M.</p> <p>(Leadership Gifts) Regularly solicits and closes annual gifts or multi-year commitments of \$25,000 to \$249,000,</p>	<p>Regularly solicits and closes annual gifts or multi-year commitments of \$1,000,000 to \$3,000,000+.</p>	<p>Regularly solicits and closes annual gifts or multi-year commitments of \$3,000,000 to \$10,000,000+.</p>	<p>Regularly solicits and closes annual gifts or multi-year commitments of \$10,000,000+.</p>
<p>Typically includes standardized activities, visits, events, volunteer recommendations. Periodic collaboration with key stakeholders to curate customized visits and meetings.</p>	<p>Active collaboration with key stakeholders to develop customized cultivation and stewardship activities, including volunteer leadership roles.</p>	<p>Active collaboration with key stakeholders to develop customized cultivation and stewardship activities, including volunteer leadership roles.</p>	<p>Active collaboration with key stakeholders to develop customized, multi-faceted cultivation and stewardship activities, often including volunteer leadership roles. Creates sophisticated strategies for engagement.</p>
<p>Working knowledge of core priorities and product knowledge for the university and specific assigned areas.</p>	<p>Extensive knowledge of core priorities and product knowledge for the university and specific funding priorities.</p>	<p>Extensive knowledge of core priorities and product knowledge for the university and specific funding priorities.</p>	<p>Expert understanding of priorities and opportunities; product knowledge for the university with an emphasis on areas of specific donor interest.</p>

Ability to contribute to strategy development to include multi-tier asks as needed.	Ability to contribute to strategy development to include multi-tier asks.	Ability to contribute to complex strategy development to include multi-tier asks.	Ability to partner with university leadership to develop complex strategies informing proposals to include multi-tiered asks.
Responsible for maintaining accurate database information reflecting prospect strategies, completed contact reports and activities; compiling complete gift and commitment documentation as outlined in University Fundraising Policy 3.1	Responsible for maintaining accurate database information reflecting prospect strategies and activities and compiling complete gift and commitment documentation as outlined in University Fundraising Policy 3.1	Responsible for maintaining accurate database information reflecting prospect strategies and activities and compiling complete gift and commitment documentation as outlined in University Fundraising Policy 3.1	Responsible for maintaining accurate database information reflecting prospect strategies and activities and compiling complete gift and commitment documentation as outlined in University Fundraising Policy 3.1
No direct supervisory responsibilities, may act as team or select task/project lead	Individual Contributors to provide regular guidance to employees in department on specific tasks/projects. May provide direct supervision.	Individual Contributors to provide regular guidance to employees in department on specific tasks/ projects. May provide direct supervision.	May provide supervisory direction and oversight to employees within the department.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11530 MAJOR GIFTS OFFICER II, BAND F	11531 MAJOR GIFTS OFFICER III, BAND G	11532 MAJOR GIFTS OFFICER IV, BAND H	11534 PRINCIPAL GIFTS OFFICER, BAND I
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	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	Bachelor's degree and more than 10 years relevant experience or equivalent combination
IMPACT	Substantial impact	Moderate impact	Substantial impact	Significant impact
CONTACTS - INSIDE	Provide guidance to others Coordinate activities	Provide guidance to others Coordinate activities	Persuade others to take particular course of action Coordinate major activities	May involve sensitive issues Coordinate major activities
CONTACTS - OUTSIDE	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	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

FACTOR PROFILE	11530 MAJOR GIFTS OFFICER II, BAND F	11531 MAJOR GIFTS OFFICER III, BAND G	11532 MAJOR GIFTS OFFICER IV, BAND H	11534 PRINCIPAL GIFTS OFFICER, BAND I
SUPERVISION	Day-to-day supervision to employees within the dept.	Day-to-day supervision to employees within the dept.	Provide supervisory direction to other supervisors	Provide supervisory direction to other managers
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	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	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	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 multiple functional areas Limited effect on students and employees	Directly affect several depts. within a college Significant effect on students and employees	Directly affect several depts. 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	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	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
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.