



## 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

Major Gifts Officer I INDIVIDUAL CONTRIBUTOR	Major Gifts Officer II INDIVIDUAL CONTRIBUTOR	Major Gifts Officer III INDIVIDUAL CONTRIBUTOR	Major Gifts Officer IV INDIVIDUAL CONTRIBUTOR	Major Gifts Officer V INDIVIDUAL CONTRIBUTOR	Principal Gifts Officer INDIVIDUAL CONTRIBUTOR
Manages an estimated pool size of 300-350 prospect households with not yet established or early stage giving relationships at Cornell; long-term goal of transitioning successful prospect households to help build Major Gift Officer portfolios.	Manages an estimated pool size of 100 -120 prospect households, often with not yet established or early stage giving relationships at Cornell with a goal of creating strong annual giving donors and as appropriate, qualifying and cultivating for major gifts.	Manages an estimated pool size of 100 -120 prospect households, comprised of a mixture of unqualified, new and long term donors, with the goal of securing major gifts.	Manages an estimated pool size of 65-100 prospect households comprised of a mixture of unqualified, new and long term donors, of various capacities, with the goal securing major gifts.	Manages an estimated pool size of 45-65 prospect households, primarily with established giving histories, with the goal of securing major and, occasionally, principal gifts.	Manages an estimated pool size of 15- 35 prospect households, including Cornell's closest and most generous donor families, with the goal of securing principal gifts.
Conversant on core priorities and product knowledge for the university, as well as ability to effectively access more detailed information as needed.	Conversant on core priorities and product knowledge for the university and specific assigned areas, as well as ability to effectively access more detailed information as needed. Collaborates with college/division partners to develop faculty/staff connections for donors as needed.	Conversant on core priorities and product knowledge for the university and specific assigned areas, as well as ability to effectively access more detailed information as needed. May engage prospects directly with college/unit or program area faculty, staff and leadership as appropriate.	Possesses comprehensive understanding of priorities and product knowledge for the university and specific assigned areas, as well as ability to effectively access more detailed information as needed. As appropriate, engage prospects directly with university, college/unit and program area faculty, staff and leadership.	Possesses comprehensive understanding of priorities and product knowledge for the university and for specific assigned areas, as well as ability to effectively access more detailed information as needed. Often engages prospects directly with college/ unit and program area faculty, staff, and leadership.	Possesses sophisticated understanding of the university, its colleges and programs, priorities and needs, with an emphasis on areas of specific donor interest. Often engages prospects directly with senior university or college leadership and program area faculty and staff.

<b>Major Gifts Officer I INDIVIDUAL CONTRIBUTOR</b>	<b>Major Gifts Officer II INDIVIDUAL CONTRIBUTOR</b>	<b>Major Gifts Officer III INDIVIDUAL CONTRIBUTOR</b>	<b>Major Gifts Officer IV INDIVIDUAL CONTRIBUTOR</b>	<b>Major Gifts Officer V INDIVIDUAL CONTRIBUTOR</b>	<b>Principal Gifts Officer INDIVIDUAL CONTRIBUTOR</b>
Effectively and regularly communicates with households in portfolio and others through a varying combination of email, social media, phone, visit, and video. Cultivation activities are standardized regarding visits, invitations to events, digital engagement, and recommendations for volunteer roles.	Effectively and regularly communicates with individuals in portfolio and others through a varying combination of email, social media, phone, visit, and video. Cultivation activities are standardized regarding visits, invitations to events, connecting with other alumni, and recommendations for volunteer roles.	Effectively and regularly communicates and visits with prospects. Actively collaborates with key stakeholders to develop customized cultivation and stewardship activities, including nominations for volunteer leadership roles.	Effectively and regularly communicates and visits with prospects. Actively collaborates with key stakeholders to develop customized cultivation and stewardship activities. Engages and supports donor as appropriate with volunteer leadership roles.	Effectively and regularly communicates and visits with prospects. Actively collaborates with key stakeholders to develop customized, multi-faceted cultivation and stewardship activities, often involving college/university leaders. Supports individual prospects' Cornell leadership roles.	Effectively and regularly communicates and visits with prospects. Actively collaborates with key stakeholders to develop customized, multi-faceted cultivation and stewardship activities, often involving senior college/university leaders. Supports individual prospects' Cornell leadership roles.
Regularly solicits and closes annual gifts of \$5,000-\$10,000, with occasional solicitations at the \$25,000 annual level and/or multi-year commitments.	Regularly solicits and closes gifts up to \$250,000, with an emphasis on annual giving and encouraging multi-year commitments.	Regularly solicits and closes gifts of various sizes with the goal of increasing gifts of \$250,000 - \$1,000,000. Ability to help raise donor sights, encouraging annual giving, multi-year commitments, and estate planning.	Regularly solicits and closes gifts of various sizes with an emphasis on generating gifts \$250,000 to \$3,000,000 or more. Ability to help raise donor sights, encourage annual giving, multi-year commitments and estate planning.	Solicits and closes gifts of various sizes including those at the 7-8 figure level. Ability to craft and negotiate gift complex gift conversations, which may involve multiple stakeholders and intricate gift agreements.	Solicits and closes gifts of various sizes, up to and including 8-9 figure gifts. Ability to craft and negotiate gift conversations of the highest complexity, involving many stakeholders, supporting new or emerging programs, and using intricate gift agreements.
Responsible for maintaining accurate database information reflecting prospect activities and for compiling complete gift and commitment documentation.	Responsible for maintaining accurate database information reflecting prospect strategies and activities and for compiling complete gift and commitment documentation.	Responsible for maintaining accurate database information reflecting prospect strategies and activities and for compiling complete gift and commitment documentation.	Responsible for maintaining accurate database information reflecting prospect strategies and activities and for compiling complete gift and commitment documentation.	Responsible for maintaining accurate database information reflecting prospect strategies and activities and for compiling complete gift and commitment documentation.	Responsible for maintaining accurate database information reflecting prospect strategies and activities and for compiling complete gift and commitment documentation.

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11529 MAJOR GIFTS OFFICER I, BAND E	11530 MAJOR GIFTS OFFICER II, BAND F	11531 MAJOR GIFTS OFFICER III, BAND G	11532 MAJOR GIFTS OFFICER IV, BAND H	11533 MAJOR GIFTS OFFICER V, BAND I	11534 PRINCIPAL GIFTS OFFICER, BAND I
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Bachelor's degree; up to 2 years experience or equivalent	Bachelor's degree; 3 but less than 5 years experience or equivalent	Bachelor's degree; 5 but less than 7 years experience or equivalent	Bachelor's degree; 7 but less than 10 years experience or equivalent	Bachelor's degree; more than 10 years experience or equivalent	Bachelor's degree; more than 10 years experience or equivalent
<b>IMPACT</b>	Moderate impact on revenue; substantial impact on pipeline	Substantial impact	Moderate impact	Substantial impact	Significant impact	Significant impact
<b>CONTACTS - INSIDE</b>	Coordinate activities	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	May involve sensitive issues 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	Develop and make presentations and negotiate with others	Develop and make presentations and negotiate with others
<b>CONTACTS - STUDENTS</b>	Occasional contact to provide or collect information	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

<b>FACTOR PROFILE</b>	<b>11529 MAJOR GIFTS OFFICER I, BAND E</b>	<b>11530 MAJOR GIFTS OFFICER II, BAND F</b>	<b>11531 MAJOR GIFTS OFFICER III, BAND G</b>	<b>11532 MAJOR GIFTS OFFICER IV, BAND H</b>	<b>11533 MAJOR GIFTS OFFICER V, BAND I</b>	<b>11534 PRINCIPAL GIFTS OFFICER, BAND I</b>
<b>SUPERVISION</b>	Regular guidance to employees in department on specific tasks/projects	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	Provide supervisory direction to other managers
<b>COMPLEXITY</b>	Often 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	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	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
<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	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
<b>EFFECT OF DECISION MAKING</b>	Directly affect results of multiple functional areas No effect on students and employees	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	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	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	11529 MAJOR GIFTS OFFICER I, BAND E	11530 MAJOR GIFTS OFFICER II, BAND F	11531 MAJOR GIFTS OFFICER III, BAND G	11532 MAJOR GIFTS OFFICER IV, BAND H	11533 MAJOR GIFTS OFFICER V, BAND I	11534 PRINCIPAL GIFTS OFFICER, BAND I
<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.	Normal working conditions, limited or no exposure to hazardous conditions/materials/equipment.	Normal working conditions, limited or no exposure to hazardous conditions/materials/equipment.