



Alumni Affairs and Development Job Family: **Stewardship 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

Stewardship Officer I INDIVIDUAL CONTRIBUTOR	Stewardship Officer II INDIVIDUAL CONTRIBUTOR	Stewardship Officer III INDIVIDUAL CONTRIBUTOR	Stewardship Officer IV MANAGEMENT
Provides stewardship of \$100,000+ gifts.	Provides stewardship of \$100,000+ gifts, typically at the divisional level.	Provides stewardship of \$100,000+ gifts.	Plans, designs, implements, and coordinates a comprehensive program of stewardship and donor relations for the institution's top donors.
Implements and supports the internal policy and process for stewarding donors for life.	Sustains positive and mutually rewarding relations between Cornell and its donors.	Directly involved in the development of strategies and initiatives as they relate to donor recognitions and stewardship university-wide.	Designs individualized stewardship and recognition for special donors.
Ensures that the timely, thorough, and transparent tracking and reporting of stewardship activities/data on behalf of both internal and external constituents	Assists major gift officers in acknowledging donors for life by way of visits, providing information, handling thank you letters, and other forms of recognition.	The position plays an important role in the development of the strategic vision for University recognition programs	Serves as a high-level advisor to fund raisers at every level to help support, enhance and coordinate their stewardship efforts.
Collaborates with all divisions/schools within the institution.	Creates annual and cumulative donor recognition plans through defined stewardship activity in three key areas: gift acknowledgement, reporting, and donor relations.	Develop and implement suitable recognition plans tied to cultivations, solicitation strategies for market segments	Convenes and chairs committees and working groups drawn from the development community.
	Ensures that the timely, thorough, and transparent tracking and reporting of stewardship activities/data on behalf of both internal and external constituents	Manage one or more of the Donor Stewardship and Recognition Programs. Oversees all components, programs, events and activities; and provides program and team management.	Directs the administration of an informative, efficient, and effective program of stewardship for donors of scholarship and faculty support.

Stewardship Officer I INDIVIDUAL CONTRIBUTOR	Stewardship Officer II INDIVIDUAL CONTRIBUTOR	Stewardship Officer III INDIVIDUAL CONTRIBUTOR	Stewardship Officer IV MANAGEMENT
	Designs, documents, and implements a systematic integrated and comprehensive stewardship and donor relations program—inclusive of policy, quality control guidelines and standards—for donors at various levels of giving and that meet constituent needs.	Oversee the establishment and maintenance of protocols to record, monitor, and track activities for various donor populations. Develops, implements and supports the internal policy and process for stewarding donors for life.	
	Maintains ongoing and active collaboration with faculty and staff; and creating and executing donor recognition events/activities.	Collaborates with all divisions/schools within the institution.	
		May include supervisory/management responsibilities.	Supervises the Donor Relations and Stewardship Department and staff.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11542 STEWARDSHIP OFFICER I, BAND E	11543 STEWARDSHIP OFFICER II, BAND F	11544 STEWARDSHIP OFFICER III, BAND G	11545 STEWARDSHIP OFFICER IV, BAND H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree or equivalent; 2 but less than 4 years experience or equivalent	Bachelor's degree or equivalent; 3 but less than 5 years experience or equivalent	Bachelor's degree or equivalent; 5 but less than 7 years experience or equivalent	Bachelor's degree or equivalent; 7 but less than 10 years experience or equivalent
IMPACT	Moderate impact	Substantial impact	Substantial impact	Significant impact
CONTACTS - INSIDE	Assists others Cooperation of task completion	Persuade others to take particular course of action Coordinate major 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	Providing/receive guidance, advice or information that must be analyzed and developed by the position	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	11542 STEWARDSHIP OFFICER I, BAND E	11543 STEWARDSHIP OFFICER II, BAND F	11544 STEWARDSHIP OFFICER III, BAND G	11545 STEWARDSHIP OFFICER IV, BAND H
SUPERVISION	Provide occasional guidance on work methods or procedures	Provide guidance, counsel and information to employees throughout the Univ in specific support areas	Day-to-day supervision to employees within the dept.	Provide supervisory direction to other managers
COMPLEXITY	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	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	Assist in and influence decisions concerning policy-setting, research, planning or students	Responsible for making 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 entire department Moderate effect on students and employees	Directly affect several dept within a college Significant effect on students and employees	Directly affect more than one college, school, administrative unit, etc.
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
WORKING 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	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