

Ohio University – Compensation 2014

Job Family: Development and Institutional Advancement | Career Track: Individual Contributor

Development and Institutional Advancement engages alumni, foundations, corporations, and the community with the mission of the University. The University's mission is advanced through cultivating the support of donors both directly through solicitations and fundraising campaigns and indirectly through alumni engagement, alumni and professional societies, and targeted campaigns maintaining positive relationships with potential donors and the community. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Individual Contributor I	Individual Contributor II	Individual Contributor III	Individual Contributor IV	Individual Contributor V
Accountabilities	<p>PEOPLE Coordinates activities of volunteers to implement events and programming.</p> <p>OPERATIONS Works in complex databases that house potential and current donor data. Creates reports. Provides data analysis and donor research to the department by utilizing information stored in databases and data obtained from other sources.</p> <p>Receives, researches, analyzes, updates, verifies and maintains bibliographical and gift data within the database.</p>	<p>PEOPLE Serves as liaison and contact to University affiliated organizations and alumni groups.</p> <p>Works with committees, boards, and other constituents to plan and implement events and programming.</p> <p>OPERATIONS Identifies potential donors and implements plans to cultivate their support for Ohio University.</p> <p>Personally solicits gifts from identified donors via mail, phone, and face-to-face interaction. Gifts solicited are typically at an annual giving level.</p> <p>Plans and executes events and programming to engage alumni and the community to build the donor base.</p> <p>Collaborates with executive leadership to plan visits in order to solicit gifts.</p> <p>Ensures the success of fundraising operations. Assists in the design, implementation, and coordination of stewardship program.</p> <p>Manages leadership research requests. Identifies, rates, and prioritizes new or existing giving prospects.</p> <p>Plans and directs processing, maintenance, and daily operations of a records system.</p>	<p>PEOPLE Develops and maintains relationships with alumni, donors and organizations with an interest in advancing the mission of the University.</p> <p>Collaborates with members of the University community to identify key populations from which to solicit support.</p> <p>OPERATIONS Manages a portfolio of donor prospects including the identification, cultivation, solicitation, and stewardship of potential donors.</p> <p>Identifies and cultivates major donors and secures major gifts. Personally solicits major donors via mail, phone, and face-to-face. Gifts solicited are a mix of an annual giving level and major gift level.</p> <p>Responsible for the advancement initiatives for a program, college, or campus. Plans and executes engagement, events, strategies, and programs for alumni.</p> <p>Drafts high profile communications on behalf of college or department leaders regarding campaigns, events, and departmental needs.</p> <p>Oversees, manages, and allocates resources for the executive leadership and committees. Develops and implements strategies and processes to streamline services to internal/external constituents.</p> <p>BUDGET Prepares and presents annual budget for a unit. Establish, maintain and document internal debit and credit controls.</p>	<p>PEOPLE Develops and maintains high profile relationships with alumni, donors, and organizations with an interest in advancing the mission of the University.</p> <p>OPERATIONS Responsible for the advancement initiatives for a program, college, or campus. Plans and executes engagement, events, strategies, and programs for alumni.</p> <p>Leads major campaigns related to engagement or fundraising, targeting high level donors.</p> <p>Identifies and determines key populations to solicit support for academic departments or other areas.</p> <p>Responsible for providing recommendations to the University's development and institutional advancement strategies and policies.</p> <p>Identifies and cultivates major donors and secures major gifts. Personally solicits major donors via mail, phone, and face-to-face. Gifts solicited are at the major gift level.</p>	None specified.

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Requirements	Knowledge and expertise in concepts, principles, and practices of development, alumni relations, or advancement related fields typically obtained by a Bachelor's degree in business or communications or related field and 0 to 2 years of advancement related work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements.	Advanced knowledge and expertise in concepts, principles, and practices of development, alumni relations, or advancement related fields typically obtained by a Bachelor's degree in business, communications, or related field and 2 to 4 years of advancement related work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements.	Seasoned knowledge and expertise in concepts, principles, and practices of development, alumni relations, or advancement related fields typically obtained by a Bachelor's degree in business, communications, or related field and 4 to 6 years of advancement related work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements.	Expert knowledge and expertise in theories, concepts, and practices of development, alumni relations or advancement related fields typically obtained by a Bachelor's degree in business, communications, or related field and 6 or more years of advancement related work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements.	

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