

Ohio University – Compensation 2014

Job Family: **Development and Institutional Advancement** | Career Track: **Management**

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.

	Management I	Management II	Management III	Management IV	Management V
<b>Accountabilities</b>	None specified.	<p><b>PEOPLE</b> Supervises and coordinates typically non-exempt staff work plans. Hires, trains, evaluates, and directs the work of employees.</p> <p><b>OPERATIONS</b> Manages a process-oriented unit of Advancement related activities such as prospect development, annual fund solicitations, and special fundraising initiatives.</p> <p>Develops strategies to increase revenues. Manage affinity partnerships, and benefits and services for alumni.</p> <p>Coordinates activities to connect with alumni, boards, and donors. Oversees the planning of events and special projects. Communicates directly with individual alumni, societies, groups, and other constituents to connect them with the University community.</p> <p>Provides direct research and analysis services. Establishes and maintains a moves prospect management system to assure attainment of division objectives and goals. Supervisors prospect research staff.</p> <p>Identifies and cultivates major donors and secures major gifts. Personally solicits major donors via phone, and face to face. Gifts solicited are at an annual giving level.</p> <p>Influences functional policy related to area of responsibility. Responsible for the achievement of program goals and objectives and for operational objectives of area of responsibility.</p> <p><b>BUDGET</b> Develops and manages business plans and budgets.</p>	<p><b>PEOPLE</b> Manages, delegates, and prioritizes unit work plan.  Responsible for establishing and cultivating a work culture that is customer service-oriented, productive, valuing of diversity, and fosters employee engagement and development.</p> <p>Develops personal relationships with important constituents to advancement. Responsible for the solicitation of major gifts.</p> <p><b>OPERATIONS</b> Manages the development and achievement of operational objectives for major unit or department or for the advancement activities of a school. Creates and directs operations strategy within complex departments for advancement.</p> <p>Responsible for the advancement initiatives for a program, college, or campus. Plans and executes engagement, events, and strategies, and programs for alumni.</p> <p>Leads major campaigns targeting high level donors.</p> <p>Identifies and determines key populations to solicit support for academic departments and 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 a major gift level.</p> <p><b>BUDGET</b> Assists with the development of budget or may develop budget for unit. Reviews and monitors budget.</p>	<p><b>PEOPLE</b> Manages the development of staff work plans and goals to ensure alignment with the overall strategies established for the function.  Provides oversight of staff through subordinate managers.</p> <p><b>OPERATIONS</b> Serves as a senior level contact for major donors.  Creates and directs operational strategy within a complex department or multiple departments within Advancement, or for a college or program with a large donor portfolio or advancement program.</p> <p>Develops strategic campaigns and initiatives within area of responsibility that advance the University’s mission, align with University advancement strategies and create sustainable opportunities for development and advancement.</p> <p><b>BUDGET</b> Forecasts, develops and manages business plans and budget.</p>	<p><b>PEOPLE</b> Oversees department work plans to align with overall University and Advancement strategy.  Provides oversight of staff through subordinate managers and directors.  Represents the University at major events and on internal committees.</p> <p><b>OPERATIONS</b> Directs and drives all University advancement strategies and initiatives including annual giving, advancement operations, alumni relations, and prospect research and management.  Develops long-term strategic plans that impact the entire University. Implements plans and initiatives that address complex University problems and needs.</p> <p><b>BUDGET</b> Develops, approves, and gains support for department business plans and budget.</p>

**Ohio University – Compensation 2014**  
**Job Family: Development and Institutional Advancement | Career Track: Management**

	Management I	Management II	Management III	Management IV	Management V
<b>Requirements</b>		<p>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 3 or more years of advancement related experience including supervision. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements.</p> <p>Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>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 experience including significant management experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements.</p> <p>Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Seasoned 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 6-8 years of advancement related experience including experience managing a team of professional employees. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements.</p> <p>Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Expert knowledge and expertise in theories, concepts, and practices of development, alumni relations or advancement related fields typically obtained by a Master's degree or postgraduate degree in business, communications, or related field and more than 8 years of advancement related experience. This will include significant experience in managing financial and human resources as well as experience developing and gaining support for, and executing short- and long-term strategic plans. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements.</p> <p>Specific knowledge, certifications, and licensure will apply at the position level.</p>