

## Development

### Job Classification

Development I

Development II

Development III

Development IV

### Pay Grade

5

7

9

11

### Education/Experience Requirements

Bachelor's Degree in relevant field

1 year of experience in fundraising or development

Bachelor's Degree in relevant field

3 years of experience in fundraising or development

Master's Degree in relevant field

5 years of experience in fundraising or development

Master's Degree in relevant field

At least 5 years of experience in an intermediate or senior level professional and/or administrative position

### Common Activities

Implements specific plans for fundraising and alumni relations programs and activities; schedules and coordinates events

Composes research profiles and may draft proposals, letters, and other materials for gift solicitations

Assists in promotional efforts (writing, speaking, telephoning, etc.) as needed

Undertakes special projects involving direct interaction with alumni volunteers and donors

Plans, schedules, and executes fundraising and alumni relations projects and programs

Develops strategies within existing policy guidelines

Assists in detailed planning of fund development and annual solicitation programs

Design, organize, and implement all special events

Plans, organizes, and directs large-scale fundraising campaigns which include multiple components; attends functions and meetings acting as a University representative

Evaluates annual solicitation programs and makes recommendations for improvements

Prepares budgets for allocation of monies to constitute alumni associations and Pitt Clubs

Supervises support and professional staff involved in the implementation of multi-component fundraising programs; recruits, trains, and supports key volunteers

Analyzes needs and creates strategic and long-range plans for fundraising and other advancement programs for a major University unit/area

Sets, monitors, and is accountable for all unit goals

Supervises professional staff

Creates, implements, and evaluates written individualized strategies for cultivation and solicitation of major gifts prospects

Coordinates support staff

Conducts research on alumni, friends, corporations, and foundations to identify prospects

Coordinates support staff and may coordinate other professionals

who assist in advancement efforts

Writes proposals for solicitation of individual, corporate, and foundation prospects

Responsible for the identification, cultivation, solicitation, and stewardship of major gifts prospects and donors

Identifies, recruits, and directs the activities of highest level volunteers

Investigates, creates, and evaluates methods for building and maintaining prospect and volunteer constituencies

### Organizational Impact

The results of actions may have a measurable impact on operations or finances within a work group.

The results of actions may have a significant impact on a departments operations and finances.

The results of actions and decisions may have a significant impact on substantial segments of the University's operations or finances.

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### Problem Solving

Performs a variety of duties following established policies and procedures. Problems are generally solved by selecting from approved alternatives based on past practices. Supervision is available to set priorities and objectives, and to assist in problem resolution.

Required to have an understanding of policies and procedures and generally accepted principles. Resolves unique problems by collection and interpreting information. Solutions may include modifying procedures and methods to address new conditions. Receive advice and input as needed from supervisor.

The job consists of broad responsibilities requiring application of policies to dynamic and complex conditions. Problems generally require significant analysis and judgment. Solutions may include adapting existing policies and systems to address unique situations.

The job consists of major organizational accountabilities requiring formulation of new approaches. Problems have broad University implications and require significant inductive thinking. Solutions may establish new policy direction. Independently establishes goals and objectives for higher level review.

**Supervision**

Interviewing, orientation, scheduling, work assignment and review for temporary employees, students, volunteers, and non-exempt employees.

Interviewing, orientation, training, work assignment and review, and input into performance appraisal for temporary employees, student workers, volunteers, and non-exempt employees.

Interviewing and selection, orientation, training, work assignment and review, performance appraisal, and recommendations for various personnel actions for exempt and non-exempt employees.

Selection and hiring, staff development, work planning, performance management, and responsibility for initiating various personnel actions for exempt and non-exempt employees.

**Contact Level**

Routinely answers questions and provides information and data requested by individuals within or outside of work area. Questions that require interpretation or are not easily resolved are referred to supervisor.

Interacts with various levels within or outside the University including Deans, Directors, and Department Heads. This interaction may include interpreting and explaining ideas and concepts, as well as solving problems and coordinating projects.

Interacts with various levels within or outside the University including Deans, Directors, and Department Heads. Initiates and cultivates relationships with individuals and corporations.

Handles difficult and complex situations with tact and diplomacy to maintain a service oriented environment. Interaction is with major gift donors (individual and corporations) and senior level University administration.

**Financial Budget**

Researches, compiles, and tabulates donor information.

Analyzes donor information, verifies figures, identifies and discusses questions or discrepancies, and compares donations with previous years projections.

Prepares prospect proposals and submits for approval.

Directs the preparation of prospect proposals and authorizes implementation of strategies.