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| **Career Tracks Job Level** | **Approved Working Titles** |
| P1 | Coordinator |
| Specialist |
| P2 | Associate |
| Assistant Director |
| P3 | Associate Director |
| Senior Associate Director |
| P4 | Director |
| Senior Director |
| P5 | Executive Director |
| Supv1/Supv2 | Program Manager |
| Assistant Director |
| M1 | Director |
| Senior Director |
| M2 | Senior Director |
| Executive Director |
| M3 | Executive Director |
| Senior Executive Director |
| Assistant Vice Chancellor |
| M4 | Associate Vice Chancellor |

**Working Title Descriptions:**

**Coordinator (P1):** Entry-level and early career fundraising role. The incumbent provides project management, administrative and event support. The scope of responsibilities include: coordinating proposals, preparing for donor visits, communicating with potential donors, assisting with events and programs, and other administrative tasks related to support of the development process.

**Specialist (P1):** Early career fundraising role. Incumbent partners with internal teams to create opportunities for support through fundraising. The scope of responsibilities include: donor engagement, meeting metrics, development and coordination of fundraising programs, development of collateral materials, and coordination of leadership meetings. The incumbent coordinates complex duties that consist of confidential and sensitive information related to donors, gift fundraising, and public relations.

**Associate (P2):** Incumbents in this role provide high level administrative support to the team focused on qualifying major gift prospects and is expected to raise gift dollars. The Associate serves as a liaison, and maintains diplomatic correspondence on behalf of a team through verbal and written communications. The Associate also provides support in project management and fundraising, and coordinates complex duties that consist of confidential and sensitive information related to donors, gift fundraising, and public relations.

**Assistant Director (P2, SUPV 1, SUPV 2):** The Assistant Director engages in a targeted dollar amount of annual fundraising at both the annual giving and major gift level, provides project management, and may provide limited administrative support. The scope of responsibilities include: qualification, cultivation, and solicitation, of new and existing donors, donor engagement, meeting metrics, development and coordination of fundraising programs, development of collateral material, and coordination of leadership meetings.

**Program Manager (SUPV 1, SUPV 2):** The Program Manager supports the development of fundraising and engagement strategies to increase revenue both through their individual and collective fundraising efforts. The incumbent is responsible for securing annual funds support to enhance a specific campaign by establishing and managing successful relationships and strategies that result in greater affinity and engagement, increasing volunteerism and enhancing processes that support the development of a pipeline. The Program Manager will also focus on the development of a marketing and communications strategy to increase engagement and financial contributions.

**Associate Director (P3):** Incumbents in this role work collaboratively with a team to lead campaign development programs and secure significant philanthropic support, with a goal of raising a targeted dollar amount and major gifts annually. The scope of responsibilities include: qualification, cultivation, and solicitation, of new and existing donors, donor engagement, meeting metrics, development and coordination of fundraising programs, development of collateral material, and coordination of leadership meetings. The Associate Director manages and implements the annual fund, solicits leadership fund donations and major gifts.

**Senior Associate Director (P3)**: Incumbents in this role work collaboratively with a team to lead campaign development programs and secure significant philanthropic support, with a goal of raising a targeted dollar amount and major gifts annually. The scope of responsibilities include: qualification, cultivation, and solicitation of new and existing donors, donor engagement, meeting metrics, development and coordination of fundraising programs, development of collateral material, presentations, newsletters, stewardship, and coordination of leadership meetings. The Senior Associate Director engages with confidential and sensitive information of a broad scope related to donor relations, annual and major gift fundraising, and public relations. The incumbent is responsible for managing and implementing the annual fund donations and soliciting major gifts.

**Director (P4, M1):** The Director works collaboratively with various teams and leaders to make contributions to the development program and secure significant philanthropic investments. The incumbent’s primary responsibility is externally focused to secure private philanthropic support and is be evaluated on the ability to achieve financial goals and meet metrics.

**Senior Director (P4, M1, M2):** The Senior Director works collaboratively with internal teams and external relations colleagues to lead specific development funding opportunities as assigned and secure significant philanthropic investments. The primary responsibility of the Senior Director is externally focused to secure private philanthropic support and is evaluated on the ability to achieve financial goals and meet metrics. The incumbent serves as a member of the leadership team and held to a high level of collaboration standards. Incumbents in manager series classifications are expected to mentor and develop their teams and will be measured by both individual and team fundraising goals.

**Executive Director (P5, M2, M3):** The Executive Director works collaboratively with leadership and team members to lead the development program and secure significant philanthropic investments. The incumbent’s primary responsibility is externally focused to secure private philanthropic support and is evaluated on the ability to achieve financial goals and meet metrics. The incumbent is expected to serve as a member of the leadership team and is held to a high level of collaboration standards. Incumbents in manager series classifications are expected to mentor and develop their teams and will be measured by both individual and team fundraising goals.

**Senior Executive Director (M3):** The Senior Executive Director is a senior-level development professional who works collaboratively with leadership to manage the development program and is responsible for securing significant philanthropic investments annually. The incumbent’s primary activity is externally focused to secure private philanthropic support through the efforts of the collective team, and effectiveness will be evaluated on the ability to achieve financial goals, meet metrics, and apply portfolio management principles with a special focus on pipeline expansion to build a sustainable, long-term philanthropic program. The incumbent is expected to serve as a member of the leadership team and to also be a highly collaborative colleague. Incumbents in manager series classifications are expected to mentor and develop their teams and will be measured by both individual and team fundraising goals.

**Assistant Vice Chancellor (M3):** The Assistant Vice Chancellor is responsible for providing vision and leadership for development programs and overseeing the entire function. This role is responsible for personally leading a team of fundraising professionals and managing a portfolio of leadership donors, cultivating and soliciting prospects to achieve a targeted amount in fundraising money, and will play a key role in the planning, execution and direction of fundraising campaigns. The Assistant Vice Chancellor works closely with executive leadership to define and accomplish annual and campaign fundraising goals.

**Associate Vice Chancellor (M4):** The Associate Vice Chancellor is responsible for providing leadership and strategic planning. The incumbent mentors various managers, as well as their respective support staff through an annual planning process to solicit principal, major and annual gift donors, and continually identify opportunities to strengthen, leverage and engage numerous advisory boards in meaningful ways. Provides guidance to develop and implement annual performance plans and standards to achieve the fundraising and campaign goals.