

Alumni Affairs and Development Job Family: AAD Program Director 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

AAD Program Director I MANAGEMENT	AAD Program Director II MANAGEMENT
Serves as chief development officer responsible for securing private philanthropic support for a university division or major program.	Serves as chief development officer responsible for securing private philanthropic support for a school or college.
Responsible for planning and implementing an integrated approach to development and alumni-relations programs that maximizes support for the division/major program.	Responsible for planning and implementation an integrated approach to development and alumni-relations programs, that maximizes support for the school/college.
In partnership with the Dean, Director and/or senior members of the University Development team, sets the direction for the strategic campaign and annual fund raising goals for the division/major program.	In partnership with the Dean, Director and/or senior members of the University Development team, sets the direction for the strategic campaign and annual fund raising goals for the school/college.
Promotes the division/major program to internal and external constituencies.	Promotes the school/college to internal and external constituencies.
Serves as a major gifts officer for the division/major program.	Serves as a major gifts officer for the school/college.
Travels promoting division/major program priorities, including personal cultivation and solicitation visits and events.	Travels promoting school/college program priorities, including personal cultivation and solicitation visits and events.
May supervise support staff with responsibilities including, hiring, training, mentoring, managing and evaluating.	Directs multiple exempt and non-exempt staff with responsibilities including, hiring, training, mentoring, managing and evaluating.
Develops and oversees the annual budget.	Develops and oversees the annual budget.

AAD Program Director I MANAGEMENT		AAD Program Director II MANAGEMENT	
Directs and develops analysis/reports to provide trends, forecasts and recommendations that support fundraising and alumni relations activities.		Directs and develops analysis/reports to provide trends, forecasts and recommendations that support fundraising and alumni relations activities.	
Leads and contributes to division-wide committees and tasks forces that support the further development of the alumni affairs and development program.		Leads and contributes to division-wide committees and tasks forces that support the further development of the alumni affairs and development program.	

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11535 AAD PROGRAM DIRECTOR I, BAND H	11536 AAD PROGRAM DIRECTOR II, BAND I
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor’s degree and 7 to 10 years relevant experience or equivalent combination	Bachelor’s degree and more than 10 years relevant experience or equivalent combination
IMPACT	Substantial impact	Significant impact
CONTACTS - INSIDE	Persuade others to take particular course of action Coordinate major activities	May involve sensitive issues Coordinate major activities
CONTACTS - OUTSIDE	Develop and make presentations and negotiate with others	Develop and make presentations and negotiate with others
CONTACTS - STUDENTS	Occasional contact to provide information and instruction	Occasional contact to provide information and instruction

FACTOR PROFILE	11535 AAD PROGRAM DIRECTOR I, BAND H	11536 AAD PROGRAM DIRECTOR II, BAND I
SUPERVISION	Provide supervisory direction to other supervisors	Provide supervisory direction to other managers
COMPLEXITY	Continually required to develop new, imaginative or innovative solutions, services, products, process or programs. Duties are extremely diverse and wide variety of unrelated processes; work requires conceptual and imaginative thinking in a highly complex uncharted environment	Continually required to develop new, imaginative or innovative solutions, services, products, process or programs. Duties are extremely diverse and wide variety of unrelated processes; work requires conceptual and imaginative thinking in a highly complex uncharted environment
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
EFFECT OF DECISION MAKING	Directly affect several departments within a college Significant effect on students and employees	Directly affect entire college or school administrative unit Critical effect on students and employees
FREEDOM OF ACTION	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 no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.