

Advancement Job Family

JOB CODES: To get the job code for a job, simply take the four digit "Job Code Prefix" for the level you are working with (be sure to pull the correct management vs. individual contributor prefix) and add the two letter "Job Code Suffix" to the end of those four digits. **Example: Officer 4-Stewardship job code = 9761ST**

| Job Family Level | | Job Code Prefix | | Job Code Suffix | | | | | | | | | Employee Group | FLSA | |
|------------------|-------------------------|-----------------|-------------------------|-----------------------------------|------------------|---------------|---------------|----------------|---|---|-------------|-------|--|-------|------------------|
| Management | Individual Contributors | Management | Individual Contributors | Advancement Operations Generalist | Alumni Relations | Annual Giving | Major Gifts | Planned Giving | Prospect Development - Data & Analytics | Prospect Development - Research & Prospect Management | Stewardship | Other | | | Individual Codes |
| | | | | AO | AR | AG | See Next Page | PG | DA | RP | ST | AD | | | |
| Director 2 | | 9366 | | | | | | | | | | | | P & A | Exempt |
| Director 1 | | 9365 | | | | | | | | | | | | P & A | Exempt |
| Manager 3 | Officer 6 | 9363 | 9763 | | | | | | | | | | Prospect Development Administration (9363PA) | P & A | Exempt |
| Manager 2 | Officer 5 | 9362 | 9762 | | | | | | | | | | | P & A | Exempt |
| Manager 1 | Officer 4 | 9361 | 9761 | | | | | | | | | | | P & A | Exempt |
| Supervisor 3 | Officer 3 | 9303 | 9703 | | | | | | | | | | Annual Giving & Stewardship (9703AS) | P & A | Exempt |
| Supervisor 2 | Officer 2 | 9302 | 9702 | | | | | | | | | | | P & A | Exempt |
| | Officer 1 | | 8341 | | | | | | | | | | | CS | Non Exempt |

Please note:
 Supervisor 2 and Supervisor 3 are only available in Prospect Development-Data & Analytics and Prospect Development-Research & Prospect Management.
 Officer 6, Director 1, and Director 2 are not available in Planned Giving, Prospect Development-Data & Analytics, and Prospect Development-Research & Prospect Management.

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Please refer to class spec for salary range data for each job.

| Major Gifts | Job Code | EE Group | FLSA |
|-----------------|----------|----------|------------|
| Gift Officer 5b | 93175b | P & A | Exempt |
| Gift Officer5a | 93175a | P & A | Exempt |
| Gift Officer 4b | 97174b | P & A | Exempt |
| Gift Officer 4a | 97174a | P & A | Exempt |
| Gift Officer 3c | 97173c | P & A | Exempt |
| Gift Officer 3b | 97173b | P & A | Exempt |
| Gift Officer 3a | 97173a | P & A | Exempt |
| Gift Officer 2 | 9717G2 | P & A | Exempt |
| Gift Officer 1 | 8475G1 | CS | Non Exempt |