

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 - Research & Prospect Management	Stewardship	Other			Individual Codes
				AO	AR	AG	See Next Page	PG	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 refer to class spec for salary range data for each job.

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

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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