

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level A, Pay Grade 6

LEVEL DEFINITION	Positions at this level are responsible for supporting the enhancement, expansion and implementation of development and alumni programs and services.
TYPICAL RESPONSIBILITIES	<p>Fundraising positions: ensuring appropriate donor recognition, acknowledgement and stewardship programs are in place; developing and maintaining a deep understanding and expert use of the University's donor and alumni database; researching, compiling and analyzing donor and prospect information and background materials, writing or drafting donor/prospect solicitation materials, correspondence, briefing notes, reports, and summary documents, and ensuring processing of donor gifts, pledges and receipts.</p> <p>Alumni positions: delivering alumni-related activities, programs, resources and events, managing program and event budget and expense, and establishing, implementing protocols.</p> <p>Advancement positions: providing recommendations to support complex fund-raising approaches, strategies, and proposals that drive decisions and actions; identifying individuals and organizations with potential to make a major gift or assuming a volunteer leadership position at the University. Preparing, reconciling, and integrating data from various sources into DAE's CRM; developing processes and standards for data collection, validation, and verification for alumni and donor data.</p>
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions requiring judgment and diplomacy in project coordination and communication with alumni and donors.

SUPERVISION RECEIVED	<p>Work is performed under general supervision.</p> <p>Work is reviewed in terms of effectiveness of services provided and conformity with University policies.</p>
SUPERVISION EXERCISED	<p>May supervise junior staff, volunteer, and/or student.</p>
COMMUNICATION	<p>Communicates with contacts internal and external to the organization (e.g. alumni, donors, etc.).</p> <p>Communication typically involves obtaining or providing information, requiring some explanation or interpretation.</p>
KNOWLEDGE	<p>Requires basic knowledge of methods, techniques and processes, as well as a basic understanding of underlying theories and concepts.</p> <p>Basic knowledge of related university policies, processes, procedures and guidelines.</p>
MINIMUM QUALIFICATIONS	<p>University degree in relevant discipline. Minimum of one year of related experience, or the equivalent combination of experience and education.</p>

Effective July 1, 2019