

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level B, Pay Grade 8

<b>LEVEL DEFINITION</b>	Positions at this level are responsible for providing, project coordination and execution of alumni and advancement initiatives and/or programs.
<b>TYPICAL RESPONSIBILITIES</b>	<p><b>Alumni positions:</b> providing alumni engagement project coordination; performing program development and delivery, constituent service and event management duties; identifying, developing new and stewarding existing volunteer relationships; liaising with campus colleagues and building strategic partnerships to contribute to the successful execution of alumni UBC programs.</p> <p><b>Advancement:</b> managing the administrative operations of a development program; developing and implementing a donor relations plan for stewarding major gift donors; developing and implementing strategies for accurate donor reporting; developing and implementing donor acknowledgement framework and recognition and appreciation plans &amp; programming. Identifying major gift prospects representing \$5-20 million in potential giving; quantifying the value and potential of the donor pipeline, and analyzing strategic opportunities for university support from individuals, companies, and foundations. Leading research projects to enhance strategic positioning for university projects; identifying trends and best practices to inform strategic planning and decision making; analyzing industry, business, and financial news targeted to development and alumni engagement priorities; proactively identifying new areas for research and recommending research strategies and approaches.</p>
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	<p>Makes recommendations on approaches, strategies and proposals, policies, and guidelines as they relate to fundraising, alumni or advancement programs and/or initiatives.</p> <p>Decision-making requires the incumbent to consider outcomes and consequences of action before the best solution can be determined.</p>

<b>SUPERVISION RECEIVED</b>	<p>Works is performed under general direction and guidelines.</p> <p>Work is reviewed in terms of soundness of judgement and conformity with University policies, and attainment of objectives.</p>
<b>SUPERVISION EXERCISED</b>	<p>May supervise volunteer, student, or support staff.</p>
<b>COMMUNICATION</b>	<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>
<b>KNOWLEDGE</b>	<p>Requires specialized knowledge of methods, techniques and processes, as well as a basic understanding of underlying theories and concepts.</p> <p>Proficient knowledge of related university policies, processes, procedures and guidelines.</p>
<b>MINIMUM QUALIFICATIONS</b>	<p>Undergraduate degree in a relevant discipline. Minimum of two years of experience in a post-secondary education institute that includes experience working with alumni relations, advancement, or the equivalent combination of education and experience.</p>

**Effective July 1, 2019**