

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level C, Pay Grade 9

LEVEL DEFINITION	<p>Fundraising positions at this level are responsible for donor activity and achieving annual fundraising targets of \$500,000+ by focusing on donations through a variety of mediums such as online, personal solicitations, electronic communications.</p> <p>Alumni positions at this level are responsible for developing and leading alumni or advancement initiatives and/or programs.</p>
TYPICAL RESPONSIBILITIES	<p>Fundraising positions: developing and managing a portfolio of gift prospects; supporting development related activities of senior university administration by managing complex relationships with multi-unit stakeholders; developing proposals and working with donors to generate gifts for priority projects, with an expectation to make solicitations; responsible for the management of a portfolio of relationships and associated metrics.</p> <p>Alumni positions: developing strategic plans to leverage existing alumni and institutional relationships or to identify and create new volunteer opportunities to engage alumni; planning and executing special activities and/or events that further such objectives. Participates in developing and implementing a comprehensive plan for identifying, cultivating, engaging, and stewarding high-level student and alumni leaders; developing and managing communications with alumni communities.</p>
DECISION MAKING /LEVEL OF ACCOUNTABILITY	<p>Makes decisions on fundraising or alumni engagement approaches, strategies, proposals, programs for high profile clients.</p>
SUPERVISION RECEIVED	<p>Works is performed under general direction and guidelines.</p> <p>Work is reviewed in terms of soundness of judgement and attainment of objectives.</p>
SUPERVISION EXERCISED	<p>May supervise volunteer, student, or support staff.</p>

COMMUNICATION	Communicates with contacts internal and external to the organization (e.g., alumni, donors, etc.). Communication typically involves influencing others at an operational level.
KNOWLEDGE	Requires specialized knowledge of methods, techniques and processes, as well as a basic understanding of underlying theories and concepts. Proficient knowledge of related university policies, processes, procedures and guidelines.
MINIMUM QUALIFICATIONS	University degree in a relevant discipline. Minimum of three years of related experience, or the equivalent combination of education and experience.

Effective July 1, 2019