

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level D, Pay Grade 11

LEVEL DEFINITION	<p>Fundraising positions at this level are responsible for donor activity and achieving annual fundraising targets of \$1million + through personal solicitations of \$50,000+.</p> <p>Alumni positions at this level are responsible for providing leadership to alumni engagement staff and planning alumni engagement strategies for a complex alumni program which may include several diverse departments and schools.</p> <p>Advancement positions at this level are responsible for providing leadership and planning advancement strategies.</p>
TYPICAL RESPONSIBILITIES	<p>Fundraising positions: developing and managing a portfolio of major gift prospects (75-150) making face-to-face visits (100-200 annually) for the purposes of discovery, cultivation and solicitation strategies for prospects at the major gift level; developing and implementing a comprehensive plan for identifying, cultivating, soliciting, and stewarding major gift prospects and donors; Responsible for the management of a portfolio of relationships.</p> <p>Alumni positions: developing and implementing a comprehensive plan for identifying, cultivating, engaging, and stewarding high-level student and alumni leaders; ensuring appropriate recognition, acknowledgment and stewardship programs are implemented for identified students, alumni and community leaders; developing and implementing a program of assessment and evaluation to monitor and measure progress.</p> <p>Advancement: researching and analyzing clients' needs; developing personalized stewardship plans for major donors; develop comprehensive program infrastructure to ensure consistency of program delivery; working directly with the President, Vice-Presidents, Deans and other senior University officials and managing complex relationships with multi-unit stakeholders; managing a complex schedule of programs and events. Managing ongoing operations of development programs and/or resource development activities at a total program level of an average of \$5+ million. Creating a vision and clear mission for Research and Prospect Analytics that is aligned with the strategic goals of the DAE and UBC;</p>

	develops long-range and annual plans, and directing and overseeing the activities of the Research and Prospect Analytics team to identify and evaluate prospects.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions on complex fundraising, alumni engagement or advancement approaches, strategies and proposals, as well as developing and implementing comprehensive plans, programs and guidelines. Decision-making often requires independent judgment to evaluate and develop approaches, programs, proposals, etc.
SUPERVISION RECEIVED	Work is performed under administrative and policy direction, within broad objectives relating to strategic direction. Work is reviewed in terms of achievement of unit objectives.
SUPERVISION EXERCISED	Typically manages professional, management and support staff.
COMMUNICATION	Communicates with a variety of internal and external contacts to facilitate partnerships, provide subject matter expertise, and ensure understanding and acceptance of facts, University policies, and administrative procedures.
KNOWLEDGE	Requires specialized knowledge of a specific professional discipline/subject matter, or broad knowledge of numerous related disciplines / subject matters. This knowledge includes methods, techniques, and processes, as well as basic theoretical understanding. In-depth knowledge of related university policies, processes, procedures and guidelines.
MINIMUM QUALIFICATIONS	University degree in a relevant discipline. Minimum of five years of related job experience including experience in fundraising alumni relations, advancement experience, or the equivalent combination of education and experience.

Effective July 1, 2019