

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level G, Pay Grade 16

LEVEL DEFINITION	<p>Fundraising positions at this level are responsible for leading the execution of long-term strategy for a significantly complex fundraising program raising \$20 million+ annually, personally soliciting and closing gifts of \$25,000+ and manage and supervise fundraising professionals who have their own personal targets.</p> <p>Alumni positions at this level are responsible for formulating and leading the execution of the long-term strategy for a significantly complex University and Association alumni program across all departments and/or schools.</p> <p>Advancement positions at this level are responsible for providing vision and overall long-term strategy of donor communications, donor stewardship and donor relations; responsible for the University's broad-based solicitation strategy to grow the number of gifts and donors to support University priority projects, including leading the execution of a fundraising program raising \$5 million+ annually.</p>
TYPICAL RESPONSIBILITIES	<p>Fundraising positions: formulating and executing long-term strategy for significantly complex Development and Alumni Engagement (DAE) programs that may include several diverse departments or schools with an overall annual fundraising target of \$20 million+; providing fundraising advice and reporting to senior University administration and faculty; creating complex donor agreements for high value endowments; moving leadership gift account strategies forward where a high degree of senior administration involvement is required; identifying, cultivating, soliciting stewardship and impact reporting for major single gifts and / or donations of \$20 million+.</p> <p>Alumni Positions: formulating and executing long-term strategy to increase alumni engagement for significantly complex University and Association Alumni programs that may include several diverse departments or schools; overseeing the comprehensive strategy for the stewardship and identification of opportunities for alumni to contribute to UBC as volunteers; developing a strategy to foster</p>

	<p>a culture of engagement among students and young alumni; ensuring alumni affairs is fiscally strong and growing the effectiveness and capacity of the UBC Alumni Association; working closely with the Alumni Association executive, board and committees, including in the development of the Association's strategic plans.</p> <p>Advancement positions: developing the vision and the overall direction/strategy to provide outstanding donor and alumni events; develop the University's broad-based solicitation strategy to grow the number of gifts and donors to support University priority projects, leading the execution of a fundraising program raising \$5 million+ annually; provides direction and guidance on donor relations, stewardship and event management best practices and develops new strategies and approaches in donor relations; provides direction, council and execution of University-wide initiatives, Alumni Association, principal gifts and faculty-specific needs; develops and implements strategies for stewarding key major donors; raises awareness of the importance of ongoing stewardship and relationship building to repeat giving; managing existing vehicles to raise profile (giving clubs, events, publications, etc.); developing and implementing a donor impact reporting program.</p>
<p>DECISION MAKING /LEVEL OF ACCOUNTABILITY</p>	<p>Decisions have a direct impact on the unit and potentially the University as a whole. Work is complex and involves a high degree of independent judgement, where non-routine situations are typical and require the modification of existing processes and/or guidelines.</p> <p>Decisions typically impact across an overall central unit or faculty; requires integration/collaboration with other functional areas.</p>
<p>SUPERVISION RECEIVED</p>	<p>Work is performed with wide latitude according to broad objectives receiving minimal direction.</p> <p>Work is reviewed for attainment of unit objectives, unit performance and effectiveness of results.</p>
<p>SUPERVISION EXERCISED</p>	<p>Plans and directs work of the unit, including establishing objectives and priorities, and reviews and evaluates work for attainment of objective.</p> <p>Positions at this level have direct responsibility for the performance of senior level employees and unit employees through subordinate supervision.</p>

COMMUNICATION	<p>Influences others, both internal and external to the university, on related policies, university guidelines and procedures.</p> <p>Ensures goals and objectives of the unit/department are communicated, and buy-in from team is achieved.</p>
KNOWLEDGE	<p>Requires extensive experience and expert-level knowledge leading and managing programs, projects and teams to achieve objectives.</p> <p>Mastery knowledge of university policies, processes, procedures and guidelines, as well as external standards, regulations, best practice, etc.</p>
MINIMUM QUALIFICATIONS	<p>University degree in a relevant discipline. Minimum of twelve years of related experience, of which ten years of experience leading and developing career and professional level employees, or the equivalent combination of education and experience.</p>

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