

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level H, Pay Grade 17

<b>LEVEL DEFINITION</b>	<b>Fundraising positions</b> at this level are responsible for leading the execution of long-term strategy of DAE program (which includes several units or faculties) with significant strategic and financial impact with an overall annual fundraising target of \$50 million to \$75 million.
<b>TYPICAL RESPONSIBILITIES</b>	<b>Fundraising positions:</b> formulating and leading the execution of long-term strategy of Development programs with significant strategic and financial impact (overall annual fundraising target of \$50 to \$75 million+) and to ensure UBC meets its strategic objectives; ensures strategies are aligned amongst units and faculties within Division and Departmental goals and priorities; providing fundraising advice and recommending strategy to senior University administration and faculties/units; developing proposals for key fundraising initiatives and priority projects as appropriate.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Decisions and recommendations have a direct and significant impact on the success of the designated programs, the unit, the DAE department as a whole and the reputation of the University. Work is highly complex and requires industry expertise, business acumen and organizational knowledge.  Work involves non-routine situations where established procedures do not always apply and problem resolution may require making significant modifications to or developing new processes, approaches or methodologies.
<b>SUPERVISION RECEIVED</b>	Work is performed with full latitude and under broad mandates. Results are typically achieved through senior level managers (e.g., Director level) and senior professionals.  Works independently with discretion relating to donor negotiations, policy administration and interpretation, and administrative responsibilities. Work is reviewed for attainment of objectives and effectiveness of results.

<b>SUPERVISION EXERCISED</b>	Positions at this level have direct responsibility for the performance of senior level employees (Directors) and unit employees through subordinate supervision.
<b>COMMUNICATION</b>	<p>Influences others to agree the department's and the University's new concepts, practices and approaches.</p> <p>Communicates with executive leadership regarding matters of significant importance to the department and often the University.</p>
<b>KNOWLEDGE</b>	<p>Requires extensive, cumulative knowledge of a complex professional discipline and where there is a requirement to have substantial knowledge of related disciplines. Typically requires significant business experience in addition.</p> <p>Mastery knowledge of university policies, processes, procedures and guidelines, as well as external standards, regulations, best practice, etc.</p>
<b>MINIMUM QUALIFICATIONS</b>	University degree in a relevant discipline. Minimum of eighteen 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.

Effective July 1, 2019