

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level F, Pay Grade 15

LEVEL DEFINITION	<p>Fundraising positions at this level are responsible for leading the execution of long-term strategy for a complex fundraising program raising \$5 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 contributing to the formulation and leadership of the execution of the long-term strategy for significantly complex University and Association alumni programs across all departments and/or schools.</p> <p>Advancement positions at this level are responsible for providing vision and overall strategy of donor communications, donor and alumni events, stewardship, and donor relation.</p>
TYPICAL RESPONSIBILITIES	<p>Fundraising positions: formulating and executing short and intermediate term strategies for a complex DAE program responsible for fundraising \$5 million+; ensuring strategies are concretely linked to the department and UBC's long-term strategy; manages program growth leading to the successful fulfillment of strategic objectives; providing fundraising advice and strategy to senior University administration and faculty.</p> <p>Alumni Positions: contributing to the formulation and execution of long-term strategy to increase alumni engagement for significantly complex University and Association Alumni programs that may include several diverse departments or schools; as an integral part of the AlumniUBC leadership team, overseeing the overall strategy for stewardship and identification of opportunities for alumni to contribute to UBC as volunteers; developing a strategy to foster a culture of engagement among students and young alumni; working closely with the Alumni Association executive, board and committees in the development of the Association's strategic plans, and providing subject matter expertise.</p> <p>Advancement positions: developing the vision and the overall direction/strategy to provide outstanding donor and alumni events; 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</p>

	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.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	<p>Decisions have a direct impact on the unit. 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 requires integration/collaboration with other functional areas.</p>
SUPERVISION RECEIVED	<p>Work is performed with wide latitude according to set objectives.</p> <p>Work is reviewed for attainment of unit objectives and effectiveness of results.</p>
SUPERVISION EXERCISED	Typically leads and directs the work of senior professionals/management, who exercise latitude and independence in their work.
COMMUNICATION	Influences others, both internal and external to the university and ensures goals and objectives of the DAE are communicated, and ensures policies are adhered to.
KNOWLEDGE	<p>Requires broad and deep knowledge leading and managing programs, projects and teams to achieve objectives.</p> <p>Expert knowledge of relevant university policies, processes, procedures and guidelines, as well as related external standards, regulations, best practice, etc.</p>
MINIMUM QUALIFICATIONS	University degree in a relevant discipline. Minimum of ten years of related experience, of which eight years of experience leading and developing career and professional level employees, or the equivalent combination of education and experience.

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