

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level I2, Pay Grade 16

<b>LEVEL DEFINITION</b>	Positions at this level are responsible for providing leadership of a moderately complex DAE program (which includes several units or faculties) with an overall annual fundraising target of \$50 million to \$75 million
<b>TYPICAL RESPONSIBILITIES</b>	May include: providing strategic leadership, advice and support in the development and implementation of overall strategies for a complex DAE program (overall annual fundraising target of \$50 million to \$75 million); ensuring cohesiveness in strategic and advice across the Division(s) and aligned with Departmental goals and priorities; unifying divisions in the development of campaigns; modelling requirements to attain DAE comprehensive, multi-year goals; developing and overseeing the execution of business practices within designated Development programs and to ensure alignment with UBC standards; providing strategic fundraising advice and reports to senior University administration and faculty; moving leadership gift account strategies forward where a high degree of senior administration involvement is required; accountability for maintaining positive public relations and protecting the reputation.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Decisions and recommendations have a direct and broad impact ( i.e., fiscally, legally as well as reputational) on the success of the Development activities across designated programs as well as the DAE department as a whole and the reputation of the University. Work is highly complex and requires strategic thinking and leadership, industry expertise, business acumen and organizational knowledge. Work involves non-routine situations where established procedures do not always apply and problem resolution requires making modifications to existing processes, approaches or methodologies

<b>SUPERVISION RECEIVED</b>	Work is performed with broad directive of senior DAE Executives. 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>MINIMUM QUALIFICATIONS</b>	University degree in a relevant discipline. Minimum of thirteen years of related job experience in a senior fundraising position , eleven years of experience leading and developing career and professional level employees, significant alumni relations/advancement experience, executing a major gift fundraising program of moderate complexity or an equivalent combination of education and experience.

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