

M & P OCCUPATIONAL GUIDELINE

JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level J, Pay Grade 18

LEVEL DEFINITION	Positions at this level are responsible for formulating and leading the execution of the university's development (fundraising) long-term strategy with an overall annual fundraising target of \$200+ million.
TYPICAL RESPONSIBILITIES	May include: developing and implementing overall strategies for several significantly complex DAE programs (overall annual fundraising target of \$200+ million); providing fundraising advice and strategy to senior University administration and faculty; accountability for overall performance of designated programs including maintaining positive public relations and protecting the University's reputation; and leading the achievement of the human, financial and operational objectives of the programs.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Decisions and recommendations have significant impact (i.e., fiscally, legally as well as reputational) on the success of the Development activities at the university. The decisions and actions of the Managing Director, Development can have serious contractual, legal, tax and ethical implication for donors and the university. Work is of significant complexity and requires strategic thinking and leadership skills, industry expertise, business acumen and organizational knowledge. Work involves non-routine situations where
SUPERVISION RECEIVED	Work is performed under broad directives of senior university Executive. Works independently with discretion relating to donor negotiations, policy administration and interpretation, and administrative responsibilities. Work is reviewed for attainment of corporate objectives and effectiveness of results.
SUPERVISION EXERCISED	Positions at this level have direct responsibility for the performance of senior level employees (Executive Directors and Directors) and through subordinate supervision.

MINIMUM QUALIFICATIONS	University degree in a relevant discipline. Minimum of eighteen years of related job experience including senior fundraising position, twelve years of experience leading and developing career and professional level employees, developing and successfully executing a major gift fundraising program of significant complexity or an equivalent combination of education and experience.
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Updated April 18, 2017