

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level A, Pay Grade 2

<b>LEVEL DEFINITION</b>	Positions at this level are responsible for providing administrative support, research assistance, report generation and data verification services, and coordinating specific donor or fundraising-related tasks (i.e. scheduling events).
<b>TYPICAL RESPONSIBILITIES</b>	May include: conducting research; assisting in the preparation of briefing notes from research data; processing gifts and pledges including completion of forms, updating donor information, setting up accounts and payment schedules, supporting events, and maintains donor contact activity on donor and alumni database.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Exercises judgment in the gathering, analysis and recording of research data; makes decisions in determining work procedures and layout and format.
<b>SUPERVISION RECEIVED</b>	Work is performed under general supervision. Receives detailed instructions for new or unusual assignments. Work is usually reviewed upon completion.
<b>SUPERVISION EXERCISED</b>	None.
<b>MINIMUM QUALIFICATIONS</b>	University degree in a relevant discipline. Minimum of up to one year of related experience, or the equivalent combination of education and experience.

Updated January 26, 2015