

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level B, Pay Grade 6

LEVEL DEFINITION	Positions at this level are responsible for supporting the enhancement, expansion and implementation of development and alumni programs and services.
TYPICAL RESPONSIBILITIES	May include: implementing development and alumni programs and services; preparing briefing notes, researching and drafting fundraising proposals; writing and generating donor/prospect solicitation materials; identifying and researching prospects; ensuring appropriate donor and alumni recognition, acknowledgement and stewardship programs are in place; liaising with internal/external stakeholders and alumni to ensure ongoing effective relationships to increase donor and alumni engagement.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions requiring judgment and diplomacy in interpreting information, implementing the development programs & services, and communicating with alumni and donors.
SUPERVISION RECEIVED	Work is performed under general supervision. Work is reviewed for achievement of objectives, soundness of judgment, quality and effectiveness of results.
SUPERVISION EXERCISED	May supervise junior staff, student employees and/or volunteers.
MINIMUM QUALIFICATIONS	University degree in a relevant discipline. Minimum of one year of related experience, or the equivalent combination of education and experience.