**LEVEL DEFINITION**

Positions at this level are responsible for managing development and fundraising support for senior management at the university, ensuring annual fundraising benchmark, programs and performance goals are achieved.

**TYPICAL RESPONSIBILITIES**

May include: establishing the liaison between donors/prospects and the Senior Leaders; responsible for approaching major gift prospects of $1 million plus to secure fundraising meetings; writing, reviewing and editing briefing notes for the President, VP DAE and AVP Development and Directors of Development; developing and implementing a comprehensive program delivery strategy for high profile UBC programs; preparing analytical reports, materials, and providing updates for the development unit, and for senior university leaders.

**DECISION MAKING /LEVEL OF ACCOUNTABILITY**

Makes decisions and recommendations on complex fund-raising approaches, strategies, proposals, programs and on developing fund-raising policy, guidelines and management information systems for high profile clients.

**SUPERVISION RECEIVED**

Work is performed under administrative direction. Recommendations are normally accepted as technically sound and feasible. Results are reviewed for attainment of objectives, effectiveness of results and soundness of judgment.

**SUPERVISION EXERCISED**

Manages support staff, and may provide supervision to student employees and/or volunteers.

**MINIMUM QUALIFICATIONS**

University degree in a relevant discipline. Minimum of four years of related experience including experience in major-gift fundraising and strategy development, or the equivalent combination of education and experience.

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