

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level D2, Pay Grade 9

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 area 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.