

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level D3, Pay Grade 10

LEVEL DEFINITION	Positions at this level are responsible for managing development programs and resource development activities at \$1.5 million to \$3 million annually for a faculty, unit or program; providing leadership and planning of alumni strategies in multi-stakeholder, multiple physical locations in high profile and high connected faculties.
TYPICAL RESPONSIBILITIES	May include: developing and implementing a comprehensive plan for identifying, cultivating, soliciting and stewarding major gift prospects and donations of \$1.5 million to \$3 million annually; managing ongoing operations of development programs and/or resource development activities at a total program level of an average of 5 million plus annually; creating, implementing and managing alumni programs and strategies for a multiple stakeholders, multiple physical locations with high profile and high connections at a faculty level; and participating in joint alumni ventures.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions and recommendations on fund-raising or alumni approaches, strategies and proposals and on developing fund-raising and alumni policy, guidelines and management information systems.
SUPERVISION RECEIVED	Work is performed under administrative and policy direction, within broad objectives relating to strategic direction.
SUPERVISION EXERCISED	Manages management and support staff.
MINIMUM QUALIFICATIONS	University degree in a relevant discipline. Minimum of five years of related job experience including experience in major-gift fundraising and strategy development, significant alumni relations/advancement experience, or the equivalent combination of education and experience.