

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level D, Pay Grade 8

LEVEL DEFINITION	Positions at this level are responsible for administering fundraising programs including research, developing strategy, preparing proposals, stewardship, and moving fundraising accounts through the donor cycle and raising a minimum of \$0.75 to \$1.5 million annually; performing research in support of complex fundraising and alumni initiatives; managing complex relationships with multi-unit stakeholders in the Central Major Gifts business unit; and implementing and managing alumni initiatives or programs.
TYPICAL RESPONSIBILITIES	May include: developing and implementing a plan for identifying, cultivating, soliciting, and stewarding major gift prospects and donors of \$0.75 to \$1.5 million annually; developing and managing a portfolio of major gift prospects (a major gift is defined as a donation of \$25,000 or more); developing proposals and works with donors to generate gifts for priority projects; leading complex research projects, performing research and analysis on potential donors leading to actionable results; implementing and managing alumni initiatives and/or programs; overseeing the collection and reporting of alumni points to ensure annual alumni engagement goals are met; managing communication approaches for alumni communities; and managing the human, financial and operational objectives of alumni initiatives and/or programs.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions and recommendations on fund-raising and alumni approaches, strategies and proposals and on developing fund-raising and alumni policy, and guidelines.
SUPERVISION RECEIVED	Work is performed under general direction according to broad objectives for donor and alumni accounts of major scope and size or for administrative services.
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 three years of related experience, or the equivalent combination of education and experience.

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