

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level E, Pay Grade 11

LEVEL DEFINITION	Positions at this level are responsible for managing development programs and / or resource development activities at a \$3 million plus level for a faculty or unit; managing estate gifts and bequests involving long-term efforts exceeding one year; developing and managing regional or international complex alumni plans and strategies for the University; directing efficient strategic and operational alumni planning and reporting mechanisms; and implementing and managing research strategies that drive strategic decision making for development and alumni initiatives.
TYPICAL RESPONSIBILITIES	May include: developing and implementing a comprehensive plan for identifying, cultivating, soliciting and stewarding major gift prospects and donations of \$3 million plus annually; creating, implementing and managing regional or international university-wide complex alumni strategies and programs; developing methods to establish and facilitate joint alumni ventures; developing and overseeing the alumni engagement data management systems and programs; developing strategic research and data analysis programs in support of development and alumni strategies and programs; and managing the identification of 1800 or more prospect major gift donors on an annual basis with a minimum combined giving potential of \$45 million.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions and recommendations concerning aspects of fund-raising and development within a faculty, unit or program. Exercises professional and managerial judgment in advising senior management on a variety of fund-raising, development, and alumni matters.
SUPERVISION RECEIVED	Work is performed under administrative direction. Recommendations are normally accepted as technically accurate and feasible. Results are reviewed for achievement of objectives and soundness of advice and judgment.

SUPERVISION EXERCISED	Manages management and support staff.
MINIMUM QUALIFICATIONS	University degree in a relevant discipline. Minimum of seven years of related job experience including experience in major-gift fundraising and strategy development, significant alumni relations/advancement experience, research strategy, or the equivalent combination of education and experience.

Updated January 26, 2015