

# M&P OCCUPATIONAL GUIDELINE

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

<b>LEVEL DEFINITION</b>	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.
<b>TYPICAL RESPONSIBILITIES</b>	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.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	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.
<b>SUPERVISION RECEIVED</b>	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.

<b>SUPERVISION EXERCISED</b>	Manages management and support staff.
<b>MINIMUM QUALIFICATIONS</b>	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