

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level F, Pay Grade 12

LEVEL DEFINITION	Positions at this level are responsible for leading the execution of long-term strategy for a moderately complex (DAE) program responsible for fundraising \$2.5 million to \$8 million.
TYPICAL RESPONSIBILITIES	May include: formulating and executing short and intermediate term strategies for a moderately complex DAE program (including estates and trusts) responsible for fundraising \$2.5 million to \$8 million annually; critical point of contact for donors and a variety of internal contacts providing fundraising; managing team approaches with multiple campus stakeholders leading to gift conversion at the optimal donor level; key advisor in ensuring proper interpretation and implementation of academic and fiscal policies.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Decisions and recommendations have a direct impact (i.e. fiscally, legally as well as reputational) on the success of program activities. Work is advanced in its complexity and involves a high degree of independent judgment.
SUPERVISION RECEIVED	Work is performed with latitude according to set objectives receiving minimal direction. Positions at this level work independently with discretion relating to donor negotiations, policy administration and interpretation, and administrative responsibilities. Work is reviewed for attainment of defined departmental objectives and effectiveness of results.
SUPERVISION EXERCISED	Manages management and support staff.
MINIMUM QUALIFICATIONS	University degree in a relevant discipline. Minimum of eight years of related job experience including experience in senior fundraising position, executing estate and trust planning, and/or major gift fundraising program, five years of experience leading and developing career and professional level employees; or the equivalent combination of education and experience.