

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level G, Pay Grade 13

LEVEL DEFINITION	Positions at this level are responsible for creating strategies and directing the University's campus-wide donor and alumni stewardship and event programs.
TYPICAL RESPONSIBILITIES	May include: formulating and executing stewardship and alumni programs and events to provide outstanding stakeholder experiences; critical point of contact for donors and a variety of internal contacts in support of strategic donor relations; managing team approaches with multiple donor and campus stakeholders leading to ongoing and successful donor relations.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Decisions and recommendations have a direct impact (i.e. fiscally, legally as well as reputational) on aspects of stewardship and donor relations. Exercises professional and managerial judgment in advising senior management on a variety of stewardship and event management best practices.
SUPERVISION RECEIVED	Work is performed independently against set objectives, and reports to senior leaders as required.
SUPERVISION EXERCISED	Plans and directs work of the unit; establishes objectives and priorities and reviews and evaluates work for attainment of objectives and performance in managerial areas.
MINIMUM QUALIFICATIONS	University degree in a relevant discipline. Minimum of nine years of related experience, or an equivalent combination of education and experience; and six years of experience leading and developing career and professional level employees.

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