

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level H, Pay Grade 14

LEVEL DEFINITION	Positions at this level are responsible for leading the execution of long-term strategy for a complex (DAE) program responsible for fundraising \$5 million to \$12 million.
TYPICAL RESPONSIBILITIES	May include: formulating and executing short and intermediate term strategies for a complex DAE program responsible for fundraising \$5 million to \$12 million annually; managing program growth leading to the successful fulfillment of strategic objectives; providing fundraising advice and strategy to senior University administration and faculty; assessing donor characteristics and create a donor appropriate plan.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Decisions and recommendations have a direct impact (i.e., fiscally, legally as well as reputational) on the success of Development activities and the reputation of the University. Work is highly complex and involves a high degree of independent judgment.
SUPERVISION RECEIVED	Work is performed with wide latitude according to broad 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 unit objectives, unit performance and effectiveness of results.
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 ten years of related job experience including senior fundraising position , eight years of experience leading and developing career and professional level employees, executing a major gift fundraising program of moderate complexity or an equivalent combination of education and experience.

Updated January 26, 2015