

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level I, Pay Grade 15

LEVEL DEFINITION	Positions at this level are responsible for formulating and leading the execution of the long-term strategy for a significantly complex (DAE) program, that may include several diverse departments or schools with an overall annual fundraising target of \$8 million to \$20 million, or several moderately complex DAE programs with an overall annual fundraising target of \$80million to \$100 million; or formulating and leading the execution of the long-term strategy for significantly complex University and Association alumni programs that may include several diverse departments or schools.
TYPICAL RESPONSIBILITIES	May include: developing and implementing overall strategies for a significantly complex DAE program (overall annual fundraising target of \$8 million to \$20 million), or several moderately complex DAE programs (overall annual fundraising target of \$80 million to \$100 million); providing complex donor agreements; high value endowments; strategic fundraising advice; and reporting to senior University administration and faculty; moving leadership gift account strategies forward where a high degree of senior administration involvement is required; identification, cultivation, solicitation, stewardship and impact reporting for major single gifts and / or donations of \$20 million plus; cultivating and soliciting major national and international donors through effective stewardship and strategic alumni partnerships; overseeing the execution of University alumni and Alumni Association strategies; accountability for overall maintaining positive public relations and protecting the reputation.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Decisions and recommendations have a direct impact i.e., fiscally, legally as well as reputational) on the success of the Development activities across designated programs as well as the DAE department as a whole and the reputation of the University. Work is highly complex and requires industry expertise, business acumen and organizational knowledge. Work involves non-routine situations where established procedures do not always apply and problem

	resolution requires making modifications to existing processes, approaches or methodologies.
SUPERVISION RECEIVED	Work is performed with full latitude and under broad mandates. Individuals typically achieve results through senior level managers (e.g., Director level) and senior professionals. Works independently with discretion relating to donor negotiations, policy administration and interpretation, and administrative responsibilities. Work is reviewed for attainment of objectives and effectiveness of results.
SUPERVISION EXERCISED	Positions at this level have direct responsibility for the performance of senior level employees and unit employees through subordinate supervision.
MINIMUM QUALIFICATIONS	University degree in a relevant discipline. Minimum of twelve years of related job experience including senior fundraising position , ten years of experience leading and developing career and professional level employees, significant alumni relations/advancement experience, executing a major gift fundraising program of moderate complexity or an equivalent combination of education and experience.

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