

M&P OCCUPATIONAL GUIDELINE

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

LEVEL DEFINITION	<p>Fundraising positions at this level are responsible for leading the execution of long-term strategy for a complex fundraising program raising \$2.5 million + annually and personally soliciting and closing gifts of \$25,000+ as well as manage and supervise fundraising professionals who have their own personal targets.</p> <p>Or</p> <p>Fundraising positions at this level are responsible for raising \$3M+ and manage and supervise fundraising professionals who have their own personal targets in the context of a larger program.</p> <p>Or</p> <p>Fundraising positions at this level are responsible for donor activity and achieving annual fundraising targets of \$5M+ through personal solicitations of \$50,000+.</p> <p>Alumni positions at this level are responsible for creating and directing strategies and providing leadership for a variety of complex campus wide alumni engagement and advancement programs that will include several diverse departments or schools.</p>
TYPICAL RESPONSIBILITIES	<p>Fundraising positions: broad responsibility for components of a defined development program at an average \$20+million level with 10+ staff, or managing a fundraising program raising an average of \$2.5+million annually and responsibility for dealing with complex, confidential information where consequence of error is high; managing, mentoring and developing fundraising staff, including working with them to develop strategy for donor cultivation and solicitation; formulating and executing short- and intermediate-term strategies for a moderately complex DAE program; ensuring strategies are concretely linked to the department and UBC's long-term strategy; managing team approaches with multiple campus stakeholders leading to gift conversion at the optimal donor level.</p> <p>Alumni Positions: developing and implementing a comprehensive series of strategies and programs in building university-wide alumni engagement programs and capacity to engage alumni; providing leadership for multiple campus-based alumni programs including developing performance targets and goals and leading senior alumni engagement professionals to ensure</p>

	alignment with overall alumni UBC and faculty specific strategies and goals; growing university-wide alumni engagement efforts and creating strategic alignment with constituent based programs and initiatives; advising and providing recommendations to senior administration and the President's office on strategic opportunities and best practices.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions and recommendations concerning aspects of fund-raising, alumni engagement or advancement within a faculty, unit or program. Exercises professional and managerial judgment in advising senior management on a variety of fund-raising, alumni engagement or advancement matters.
SUPERVISION RECEIVED	<p>Work is performed under administrative and policy direction, within broad objectives relating to strategic direction.</p> <p>Work is reviewed in terms of achievement of functional goals and objectives.</p>
SUPERVISION EXERCISED	Manages management and support staff.
COMMUNICATION	<p>Communicates with leadership and key stakeholders regarding matters of significant importance. Provides regular communication on short-to-medium term priorities to staff.</p> <p>Communicates advice and information with senior administration to inform decision-making.</p>
KNOWLEDGE	<p>Requires in-depth knowledge of development and alumni relations, as well as general knowledge of managing programs, projects and/or teams in order to achieve objectives.</p> <p>Deep knowledge of relevant university policies, processes, procedures and guidelines, as well as applicable external standards, regulations, best practice, etc.</p>
MINIMUM QUALIFICATIONS	University degree in a relevant discipline. Minimum of eight years of related job experience including five years of experience in including fund-raising, alumni engagement, advancement experience, or the equivalent combination of education and experience.

Effective July 1, 2019