



ASSOCIATE DIRECTOR—GEORGE EASTMAN CIRCLE Unniversity Annual Funds

Overview

The George Eastman Circle (GEC) is the newly created, University-wide, annual leadership giving program for the University of Rochester. The GEC recognizes generous donors who give \$1,500+ to any of the University's more than 120 annual funds. Members receive special recognition and privileges. Working with an entrepreneurial spirit, we are in the process of building the George Eastman Circle development team to establish awareness and cultivate members.

Responsibilities

Reporting to the Senior Director, George Eastman Circle and in concert with overall Advancement policy:

(45%)

Identify, cultivate, solicit alumni, friends, and parents for the George Eastman Circle – Donors who make Annual Fund gifts to the University of \$1,500 - \$50,000 and up while stewarding the program within an assigned region

(20%)

Assist with the creation/management of the regional and school volunteer committees

(10%)

Assist in preparing, oversee, and manage follow-up with George Eastman Circle dinners, Annual Awards, Charter Member levels and honor roles

(10%)

Assist/manage the creation of revenue goals, determine schedules and establish budgets. Make decisions with Sr. Director about strategies, solicitation methods, segmentation and timing

(5%)

Conduct face-to-face contacts (amount to be determined by Sr. Director – estimated 15-20) within assigned region on a monthly basis

(5%)

Develop and maintain a personal prospect pool of George Eastman Circle in a quantity determined by the Sr. Director

(5%)

Engage in University of Rochester life, professional education and wider advancement functions

Requirements

BS Degree with 3-5 years of development and/or alumni relations experience. Face-to-face fundraising as well as general knowledge of institutional fundraising is also desired. Excellent communication skills, interpersonal skills and writing ability, as well as the ability to work within a complex organization.

Qualified candidates for the position listed above may contact:

Linda Goff, HR Coordinator

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