



University of Rochester Advancement DIRECTOR OF FOUNDATION RELATIONS

Overview

The University of Rochester seeks an accomplished, seasoned professional to serve as Director of Foundation Relations, reporting to the Assistant Vice President for Foundation and Corporate Relations in the Office of University Advancement. The Director of Foundation Relations will manage a portfolio of key strategic areas across the University with a focus on top tier foundation prospects. The Director will cultivate broad knowledge and understanding of all UR divisions and be cross-trained and able to assist, as needed, with Foundation Relations support of all divisions of the UR.

Principal Accountabilities

- Formulate, execute, and manage a portfolio of multiple key UR priority areas (e.g., Engineering, Optics, Physics, some medicine) with a focus on science, engineering, research and community health. Build productive, lasting internal relationships with UR senior leadership and faculty to develop depth of understanding of priority programs and projects and strategic goals through in-depth discussions with key UR divisional and departmental leadership and faculty; analysis of all written programmatic materials; tracking of internal press and other related materials; and web searches to gain an understanding of comparative national programs. Educate UR senior leadership and faculty on foundation funding trends and on specific top tier opportunities and limitations. Frequent contact with the appropriate UR Advancement departments to identify and coordinate Advancement client coverage. (20%)
- Utilizing state-of-the-art research engines like Foundation Search and Foundation Center Formulate, execute and maintain a thorough, effective, and ongoing foundation research program to identify new major prospects from local, regional and national sources, drawing upon central research services to complement and supplement research work done within the foundation office. Apply in-depth critical analysis to raw research data generated from Foundation Center or Foundation Search databases to uncover hidden opportunity and inform thoughtful planning. Follow-up with UR senior leadership and faculty with written analysis drawn from the research that describes prospects and includes detailed descriptions of potential for support including type of support, timing and nature of approach, plus analysis of internal programmatic strengths and weaknesses. From this, develop strategic cultivation and solicitation strategies that define next steps, which could include various types of foundation contact (e.g., phone cultivation, campus visit or programmatic site visit, foundation visit, Witmer Dinner) Make decisions and judgments at times that may be undirected and that require factors not easily predictable or easily interpreted. (20%)
- Through discussion with UR senior leadership and on-going tracking of priority areas, develop and execute robust strategic and operational plans for cultivation and solicitation of top tier foundation prospects. Plans will focus on key UR priority areas with the goal of broadening the prospect pool, enhancing connections to the top prospects, and increasing the size of grants and gifts and overall foundation support to the UR. (10%)
- Develop in-depth understanding of the plans, goals, relevance and national competitiveness of the proposed internal programs and projects seeking foundation support through focused interview style meetings with all key internal stake holders (e.g., faculty lead, associated department collaborators, ORPA, community collaborators). Manage coordination and development of all written materials associated with a foundation ask, including developing proposals, cover letters, recommending and gathering all auxiliary, etc. With ultimate oversight by the Asst. VP for Foundation and Corporate Relations, coordinate the development, communication and coordination of all written materials for leadership signature (e.g., letters of support, cover letters) working through designated channels (e.g., Office for Presidential signature) ensuring the highest quality standards in all submissions utilizing ingenuity and best judgment. (20%)
- Manage individually and in cooperation with FR colleagues and support staff, and Advancement central services, tracking and updating internal data systems to capture strategies, contacts and results. Recruit, hire, train and manage direct reports as program develops. (20%)
- Work closely with the VP to implement and develop comprehensive FR strategic and operational planning and infrastructure development. (10%)

Skills

- Evidence of effectiveness in dealing with university faculty and deans.
- A proven track record of solid relationship building both with internal and with external constituencies
- Outstanding writing skills, attentiveness to detail, and excellent analytical and critical skills
- Must possess a positive attitude, a sense of humor and the ability to multi-task and work in a high project-volume environment.
- A flexible, highly-motivated and dedicated approach to their work and the proven ability to work as part of a team.
- Proven effectiveness as a manager is a plus as is direct experience at and knowledge of the UR
- Computer literacy and ability to master Advancement systems is essential.

Basic Requirements

Bachelor's degree and five years of development experience including at least three years of proven success mastering foundations relations work ideally covering sciences and or medicine in a research university.