



DIRECTOR OF INDIVIDUAL GIVING—EASTMAN SCHOOL OF MUSIC University Advancement

General Description:

Reporting to the Executive Director of Development and working closely with the Dean of the Eastman School of Music, the Director of Individual Giving is responsible for coordinating and implementing a comprehensive program to identify, cultivate, solicit and secure major and leadership gifts from individuals, with a focus on New York City and Washington, DC. A key member of the University's advancement team, this senior development officer will supervise 1-2 staff positions, devoting 50% of work time to management and program support, with the remaining time dedicated to securing major gifts. The job requires frequent travel and visits with major gift prospects and donors in New York City, Washington, DC, the Rochester region and across the country.

Basic Requirements:

Bachelor's degree required, master's degree preferred. The position requires five years of directly related development experience, including personal solicitation and demonstrated success in securing major and/or high-level annual gifts. Exceptional writing, organizational and interpersonal skills, and an interest in music or the arts required, with development experience in a higher education setting preferred. The Director of Individual Giving must possess a comprehensive knowledge of current fund raising practices and have the ability to work with individuals of varying backgrounds, developing creative approaches to achieve increased giving. The Director is responsible for meeting measurable annual performance objectives.

Specific Responsibilities:

45% With a regional focus on New York City and Washington, D.C., maintain a portfolio of 70 major gift prospects, implementing a planned sequence of ongoing cultivation and solicitation activities, meeting an annual visit goal of 85.

20% Assists in the recruitment, hiring, training, managing and appraises up to two staff positions. Recommends budget for development activities.

15% Plan, coordinate, track and implement cultivation and solicitation strategy and activity for individual prospects and donors, in collaboration with the Executive Director of Development, Eastman Dean, and University and Eastman advancement colleagues.

15% Working collaboratively with the University Advancement New York City team and other appropriate teams, plan and manage exclusive VIP events in NYC and Washington D.C. to increase Eastman's presence in the regions and to cultivate and solicit major gifts.

10% Assist in coordinating and managing the Dean's development agenda, working closely with the Executive Director of Development and University advancement colleagues.

Send resume and cover letter with all relevant information regarding experience, salary expectations, and a list of references to: Suzanne Stover, Executive Director of Development, Eastman School of Music via e-mail at [sstover@esm.rochester.edu](mailto:ssstover@esm.rochester.edu) or Eastman School of Music, 26 Gibbs Street, Rochester NY 14604. University of Rochester is an Equal Opportunity Employer.