



DIRECTOR OF THE GEORGE EASTMAN CIRCLE University Advancement

Principal Duties:

50% Develop and maintain a pool of high-level Eastman Circle prospects and volunteers. Identify, cultivate and solicit approximately 75 leadership annual giving prospects (rated \$10K or higher). Region(s) to be determined with manager.

20% Manage recruitment process and relationships with Eastman Circle volunteers. Build upon current volunteer structure to create a working committee. Manage peer-to-peer solicitation and stewardship process, keeping volunteers engaged in a meaningful and appropriate manner. Work closely with Exec. Director to keep executive committee of trustees engaged and updated appropriately.

15% Manage internal structure of the Eastman Circle with all gift officers, advancement and campus partners to ensure success of the GEC program and ensure goals are met. This includes proactively holding advancement partners accountable for their GEC goals, checking in with them regularly on progress, tracking and reporting out current members and those with past due payments. Overseeing proper cultivate of new members, and regular communication with current members in conjunction with advancement partners. Also includes, working closely with gift and donor records to make sure members are coded properly in the OASIS database.

10% Create and implement marketing and benefits plan aimed to acquire new memberships and cultivate current members. This includes but is not limited to membership benefits, annual events and regional events across the country. Work in conjunction with University events staff and marketing staff.

5% Manage and maintain departmental budget for George Eastman Circle program (not related to GEC officer travel)

Other duties as assigned.

Basic Requirements:

Bachelor's degree, and 10 years of Advancement experience with at least 5 years in development work at an educational institution or an equivalent combination of education and experience.

Contact: Kathleen Nagle-Roides, Associate Director of Advancement Human Resources at knagle@admin.rochester.edu or 585-273-2661. University of Rochester is an Equal Opportunity Employer.