

LEADERSHIP GIFT OFFICER

University Advancement

Working in a dynamic team-oriented environment, the Leadership Gift Officer will help the Leadership Gifts team, and broader Office of Advancement, in orchestrating and implementing complex and highly-targeted identification, cultivation, discover, solicitation and stewardship activity across the University for this specialized segment of the University donor prospect pool. The candidate is responsible for the identification, cultivation and solicitation of new prospects nationally and potentially internationally. Travel is required. Leadership Gift Officers are expected to work collegially with the School/Unit Leadership Gift Officers. They will carry a Prospect Team Coordinator portfolio of approximately 50-75 qualified prospects and make a minimum of 75 face-to-face visits per year. The successful candidate for this position will have a working understanding of the "Moves Management System."

The position reports to the Executive Director of Leadership Gifts and will have shared support staff reporting with him/her.

Principal Accountabilities:

With broad latitude for independent judgment, and in coordination with the Leadership Gifts Officer

- 40% Effectively manage a leadership gift prospect solicitation pipeline. Initiate and/or strengthen relationships with leadership gift prospects; create strategies for and solicit/support solicitation of donors capable of contributing gifts of \$1 million to \$4,999,999. Initial work will likely involve a high number of identification and qualification visits.
- 20% Recruit, hire, train and manage Regional Cabinets and other volunteer groups organized to support gift activity. Regional Cabinets will be comprised of top gift prospects in a geographic area.
- 25% As a senior member of the advancement team manage a portfolio of leading prospects including the design and implementation of individualized strategies for identification, qualification, engagement and solicitation, provide critical support of the stewardship/solicitation of central and unit-based major gift officers, participate with the Trust and Estates team in follow-up on appropriate leads at \$1M+ generated by aggressive broad-based and targeted marketing efforts.
- 10% Engage in University Rochester life, professional education and wider Advancement functions
- 5% Other duties as required by the Senior Vice President for University Advancement, the Senior Associate Vice President for University Advancement and/or the Executive Director of Leadership Gifts

Qualifications:

- Ten years experience in a sophisticated Advancement environment that includes significant successful experience in preparing and soliciting major six and seven figure gifts
- Basic working knowledge of planned giving methods, respective ramifications to the donors from a tax perspective and ability to clearly and simply communicate same
- Sophisticated understanding of "moves management" and annual, major, leadership, principal gifts and unit-based fundraising in a donor centric environment
- Working knowledge of principles and practices of university advancement in a large shop preferred
- Desire to work as part of a team in an organization that is evolving at a rapid pace
- Bachelor's degree is required and advanced degree preferred

Skills and Abilities:

- Able to see and understand the objectives of the Advancement program and all other divisions of the University Advancement Office, and to integrate their goals with those objectives
- Able to work closely with a highly motivated Advancement staff
- Ability to initiate, analyze, monitor, evaluate and advance strategic advancement plans
- Ability to communicate effectively, both orally and in writing
- Understanding and appreciation for a team-oriented management style
- Ability to patiently multi-task in high-pressure settings
- Flexibility to adapt to change
- Diplomacy
- Excellent writing skills

Other:

Loyalty, personal belief in mission, goals and objectives of private higher education, integrity, self motivated, sophisticated, creative, respectful and kind, optimistic, attention to detail, high energy, ambitious, sense of humor, credible and trustworthy, desire to have fun while working in an environment of intelligent, highly motivated individuals, a good listener, self actualized, excellent judgment, and a desire to "change the world".