



Executive Director Leadership Gifts

Reference:	Lois L. Lindauer Searches
Department:	University Advancement
Salary Range:	Competitive; based on qualifications and experience
Start Date:	Immediate

OVERVIEW:

The ED Leadership Gifts is responsible for a portfolio of 25-50 of the University's top rated Leadership Gift prospects (\$1 Million to \$4.9 Million). Working in a dynamic team-oriented environment, the ED will lead the Leadership Gifts team in orchestrating and implementing complex identification, cultivation, discovery, solicitation and stewardship activity across the University for this highly specialized segment of the University donor prospect pool. The candidate is directly responsible for the moves management of Leadership Gift donors and the identification of new prospects nationally and internationally. The ED focuses on long-range strategic priorities, advances the University's goals, and communicates a broad vision to University constituents.

SPECIFIC RESPONSIBILITIES:

Reporting to the Deputy Vice President, the ED will assemble comprehensive strategies for assigned prospects. In addition to personal contact, the ED will coordinate all University Development activity for their assigned prospect pool. The successful candidate will have a strong understanding of the "Moves Management System." The ED will be expected to move assigned prospects through the categories resulting in successful solicitations on behalf of the University, including identification of new Leadership Gift prospects, cultivation of Leadership Gift prospects, discovery stage of Leadership Gift prospects, solicitation of Leadership Gift prospects, and stewardship of Leadership Gift prospects. Essential skills include comfort with complexity, problem solving, discretion, latitude, decision-making, responsible, oversight-financial, supervisory skills, strong communication skills, and interpersonal contacts.

REQUIRED QUALIFICATIONS:

BS degree with proven success in stewardship or donor relations, preferably in higher education. Strong track record of developing and implementing donor-centered stewardship initiatives that increase gift levels and donor participation. Supervisory and management experience in stewardship or donor relations preferred. Ability to accurately apply judgment skills in all situations, especially related to management, donor issues and budgets. Outstanding communication skills, including direct interpersonal skills. Ability to take charge and manage significant administrative projects, make important decisions, and design and implement new programs. Mature individual with knowledge of University systems and personnel. Highly self-motivated individual who works well with colleagues. Experience with computer technologies and sophisticated software applications. Extraordinary attention to detail and ability to deal with multiple, competing priorities with minimal supervision. Personal belief in mission, goals and objectives of private higher education. Integrity. Self-motivated. Sophisticated. Creative. Respectful and kind. Optimistic. High energy. Ambitious. Sense of humor. Credible and trustworthy. Desire to have fun while working in an environment of intelligent, highly motivated individuals. Desire to "change the world."

To learn more about the University of Rochester, please visit us online at www.rochester.edu. You may view our Benefit package at <http://www.rochester.edu/working/benefits/>. *The University of Rochester is an equal opportunity employer.*

Qualified candidates for the position listed above may contact our search partner, Lois L. Lindauer Searches:

Jill Lasman
Email: jlasmann@llsearches.com
Phone: (617) 262-1102 X 202
www.llsearches.com