



UNIVERSITY of
ROCHESTER

University of Rochester Medical Center Advancement
PROGRAM MANAGER
to the Assistant Vice President of Medical Center Advancement

Overview

The Program Manager reports to and serves as principal assistant to the Assistant Vice President for Medical Center Advancement (AVP) and is responsible for enhancing the amount of time the AVP and other gift officers can spend on raising leadership gifts (gifts of \$1M+) from prospects, donors, alumni, friends and grateful patients on behalf of the Medical Center.

The Program Manager will bring the following qualities to his/her role:

- Bring energy, enthusiasm and strategy to his/her daily activities.
- Provide exceptional service to all and be committed to excellence in everything he/she does.
- Focus on his/her goals, work with top prospects, overcome obstacles, see things through to completion, and never give up.
- Be donor centric by listening to donor's interests and motivations, understand the donor's values, be personal in a non-personal world, and provide extraordinary stewardship by demonstrating impact.
- Find many different avenues to engage the prospect or donor, create relationships to the institution, and build lasting relationships based on trust.
- Motivate others to act, include others (academic leaders, development colleagues and volunteers) in their success, and contribute to a team environment.

Principal Accountabilities

Under the direction of the Assistant Vice President, the Program Manager will:

- 55% (15%) Through in-depth conversations and meetings, work with the Assistant Vice President for Medical Center Advancement to manage and build a portfolio of 300+ principal leadership gift prospects to conduct qualification, cultivation, solicitation and stewardship activities.
(20%) Tracks activity and progress of leadership gift prospects via OASIS database. Compiles information for inclusion in publications, correspondence, etc. Through in-depths conversations and meetings, works with volunteers, faculty, advancement staff, and others in preparing and writing fundraising materials, including proposals, solicitation letters, routine and non-routine correspondence providing information for donors and staff.
(15%) Collates data and prepares documents for specific projects including long-range plans, cultivation and solicitation strategies for 300+ leadership and major gift donors.
(5%) Plans, prepares, coordinates, and manages a variety of large and small projects.

15% Assists the Assistant Vice President for Medical Center Advancement with daily administrative tasks such as managing the calendar, preparing correspondence letters, and follow up on donor and prospect visits, including all OASIS entries.

15% Under close supervision, manages process and prepares written materials, schedule, agendas and meeting minutes for the Leadership and Principal Gift meetings as well as the Medical Center CEO's Prospect meetings. Works with OASIS team to ensure prospect meeting notes and strategies are updated accordingly in OASIS.

10% Serves as a primary liaison with the University Advancement Prospect & Research Office to ensure medical center prospect research profiles are updated. Prepares and ensures the accuracy and readiness to discuss research information at the Leadership and Principal Gift and CEO Prospect meetings.

5% Performs various time sensitive and confidential projects as assigned by the Assistant Vice President for Medical Center Advancement.

Basic Requirements

Bachelor's degree and a minimum of 2-3 years of advancement experience required or an equivalent combination of education and experience. Familiarity with academic medical center's administration, especially Medical Center Advancement is a plus.

Skills

Advanced computer skills working in Microsoft Office, particularly Excel and Access, is required. This position necessitates good judgment, strong communications skills, an assertive problem-solver, a team player, strong customer relations skills, and an inquisitive, mature individual with the ability to adjust to changing priorities and challenges in a busy environment.