



UNIVERSITY of  
ROCHESTER

**University of Rochester Medical Center Advancement  
Department Programs  
Secretary IV**

**Schedule: Mon - Fri 9AM – 6 PM**

**Position Description**

Has primary responsibility for supporting, and reporting to the Directors of Major Gifts/Department Programs who are responsible for raising gifts from major gift prospects, alumni, faculty and friends as well as grateful patients on behalf of the University of Rochester Medical Center.

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

**Specific Responsibilities**

50%

(10%) Collates data and prepares documents for specific projects including long-range plans, cultivation and solicitation plans for 400+ major donors, large mailings, and donor visits.

(10%) Tracks activity and progress of major gift and planned giving prospects. Distributes reports to appropriate individuals.

(10%) Prepares annual fund acknowledgments. Works closely with Advancement Gifts and donor records to process and input donor gifts. Enters donor information, contacts and pulls research information using OASIS system.

(10%) Compiles information for inclusion in publications, correspondence, etc. Assists in preparation of proposals for presentation to donors.

(5%) Composes routine and some non-routine correspondence providing information for donors and staff. Edits, types and signs reports and correspondence. Drafts correspondence for signature.

(5%) Coordinates, prepares and manages a variety of large and small projects.

30% Arranges meetings as necessary. Prepares and distributes agendas, reserves meeting rooms, coordinates day-long visits of donors, arranges luncheons, dinners, etc., may attend and minute meetings, and assists in arrangements for special events. Makes travel arrangements. May

schedule complex trips for academic development staff and senior leadership. Prepares travel and conference expense reports for processing. Coordinates two or three large events/year including invitations, confirmations, lunch, and follow up working in conjunction with the Directors, Office of Special Events and department officers.

20% General reception duties: maintains office filing system; must be able to interact with high level donors, senior executives, and staff; screens incoming telephone calls; clarifies calls regarding urgency/importance, type of request; responds to calls whenever possible and prioritizes those to be answered by staff in medical center offices; organizes time and calendar for the directors and/or department officers, which involves the coordination of meetings within and outside the University; screens incoming mail, triages mail as appropriate, and follows up on preparation of responses where possible.

Overtime is anticipated (evenings/weekends) in preparing for special events and working at special events.

### **Qualifications**

Applicants should have a minimum of two years of post high school education and at least three years of practical office experience with demonstrated ability to work in a fast-paced environment with limited direction, or an equivalent combination of education and experience.

*For further information please contact Kimberley Goetz  
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