



**SENIOR DIRECTOR FOR ADVANCEMENT**  
**SCHOOL OF MEDICINE AND DENTISTRY**

**University of Rochester Medical Center Advancement**

Grade 58

**General Purpose:**

The Senior Director of Advancement for the University of Rochester School of Medicine and Dentistry (SMD) is responsible for the planning, shaping and directing of a comprehensive advancement program and reports to the Senior Assistant Vice President for Academic Programs (SAVP). The Senior Director will work closely with the SMD Dean and SAVP to identify and articulate academic priorities. The Senior Director will manage the SMD Advancement staff to execute major gifts, special gifts, annual gifts and alumni relations programs, and working in coordination with central units, to manage stewardship, planned, corporate, and foundation gift programs. The Senior Director will recruit and manage a volunteer program and serve as key member of SMD's management team.

**Specific Responsibilities:**

**(60%) Major Gifts**

With latitude for independent judgment, actively works with alumni, friends, major donors, foundations, corporations related to SMD at URM. Responsibilities include but are not limited to:

- (15%) Works with the Dean of SMD to establish priorities for the School and its constituencies;
- (10%) Manages an active portfolio of 100 major gift (\$50,000 +) prospects, maintaining a high level of visits and solicitations, and closing gifts as outlined in annual performance metrics contract;
- (5%) Finds many different avenues to engage prospects, creates relationship to institution, builds lasting relationships based on trust, utilizes three-part giving, and documents donor history;
- (5%) Creates donor-centricity by listening to donor's interests and motivations; understands their values, is personal in a non-personal world, provides extraordinary stewardship by demonstrating impact;
- (5%) Focuses on goals, works with top prospects, overcomes obstacles, asks often and well, sees through to completion, and never gives up;
- (5%) Brings energy and enthusiasm to role, is strategic not reactive, takes the lead, makes decisions, has emotional fortitude, and provides exceptional service to all and are committed to excellence in everything you do
- (5%) Maintains regular contact with prospects and donors through personal visits, letters and phone calls; identifies alumni and friends with volunteer leadership potential;
- (5%) Work closely with the Office of Planned Giving for planned giving marketing strategies as well as University Advancement Foundation Relations staff for grant proposals;
- (5%) The Senior Director will actively use OASIS System for research, reports and mailing lists; will prepare "call reports" following visits and events; will work with University Advancement Prospect Research departments, gifts and donor records, stewardship office for prospect information, acknowledgement process, and stewardship of donors.

**(20%) Alumni Relations and Annual Giving**

- Through management of staff, Senior Director will: (1) work in conjunction with the URM Advancement Special Events staff and UR Advancement Alumni Relations and Donor Relations

staff to support, coordinate and manage SMD Alumni and Reunion activities and special events; (2) to staff various alumni programs in conjunction with Dean, staff and faculty; and (3) work closely with University Advancement Communications and URM Public Relations, to submit articles and photos for newsletter to editor and for all various SMD brochures.

- Through management of staff, Senior Director will: (1) work with Office of Annual Fund to create direct appeals, growing dollars raised annually.

#### (10)% Leadership and Management

- The Senior Director will set a clear vision with a compelling case for support, will define each person's role, and we will set clear goals and ensure they align with the Institution and Medical Center's strategic plans;
- The Senior Director will ensure operational excellence with systematic planning, written practices, proactive staffing, the removal of barriers, and the ongoing education and training of staff;
- The Senior Director will create a climate for results by setting the pace, driving and measuring the quantity of our activity with metrics and the quality of our activity with moves management, motivating with ownership, and be accountable;
- The Senior Director will nurture our relationships with 360 feedback, strong communications, positive attitudes and teamwork;
- The Senior Director will ensure the SMD Advancement office will be full partners with University Advancement, leveraging their resources and support to achieve the Medical Center and University goals;
- The Senior Director will seek renewal through process improvement, personal development and work/life balance.
- The Senior Director will prepare budget and operational plans, monitor expenses and prepare progress reports;
- The Senior Director will supervise the SMD Advancement staff, working in conjunction with the SAVP and the UR Advancement Human Resource Office, oversees, monitors, and manages administrative duties including recruiting, hiring, training, management, individual performance goals, performance reviews, personnel actions and all HR matters related to the program.

#### (10%) Other Duties

- Performs other duties as assigned by the SAVP, Dean, and Associate Vice President for Medical Center Advancement.

#### **Basic Requirements:**

The incumbent must have a Bachelor's degree and should have 7-10 years of advancement experience with at least 5+ years of successful major gift work. A Master's degree is preferred, as is development experience in a medical setting. The position requires proven managerial and business skills, a high energy level and a talent to motivate others. The ability to handle confidential matters is essential as is a management orientation that focuses on results and the necessary planning for short- and long-term success. The ability to work as part of a team in a fast paced environment is key.

*For further information please contact Kimberley Goetz  
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University of Rochester is an Equal Opportunity Employer*