



REGIONAL DIRECTOR OF MAJOR GIFTS University Advancement

GENERAL PURPOSE:

A new central office of Major Gifts and Regional Programs is being formed and aggressively staffed at the University of Rochester. Charged with dramatically increasing both the quality and size of the University's prospect pool, the Regional Directors will play a key role in the overall growth of private philanthropy at the University. Regional Directors will be based in Rochester and deployed geographically. They will both originate prospect/donor activity and coordinate all Advancement work in their assigned regions. Extensive travel is required. Regional directors will need to work collegially with the School/Unit MG officers. They will carry a portfolio of approximately 150 qualified prospects and make a minimum of 175 face-to-face visits per year. The Regional Directors are expected to be full and active members of the Major Gift team and of the broader university Advancement team, participating in strategy and planning, and contributing their ideas and counsel particularly as they relate to their assigned regions. The position reports to one of two Directors of Major Gifts and will have shared support staff reporting with him.

BRIEF DESCRIPTION OF DUTIES:

With broad latitude for independent judgment, and in coordination with the Director of Major Gifts, the Regional Director will:

- Effectively manage a major prospect solicitation pipeline. Initiate and/or strengthen relationships with regional major gift prospects; create strategies for and solicit donors capable of contributing gifts of \$50,000 or more. Initial work will likely involve a high number of identification and qualification visits.
- Recruit, train and manage Regional Cabinets and other volunteer groups organized to support major gift activity. Regional Cabinets will be comprised of top major gift prospects in a geographic area.
- Develop and continuously update strategic plan for assigned region, with the goal of dramatically increasing the size and quality of the prospect pool; plan will include coordinating activity with other central units (principal and leadership gifts, annual fund, alumni relations, admissions) as well as school/community based programs.
- Either individually or in cooperation with support staff, continuously update the prospect management database with information related to donor strategies, contacts and results.
- Continuing training and professional development including updating of "product knowledge" by regular meetings with unit-based colleagues, faculty and staff; training on University Advancement protocols and procedures; technical training on Advancement's prospect management system; honing of professional skills through seminars, conferences, training and individual mentoring.
- Other duties as required by the Director of Major Gifts or the Assistant Vice President for Major Gifts and Regional programs.

REQUIRED QUALIFICATIONS:

A track record of success in individual major gift fundraising, preferably in higher education, and experience in cultivating and soliciting prospects capable of gifts of \$50,000 or more. Excellent time/territory management skills. Preference for individuals who have worked in a regionally assigned development office and have experience with, and a passion for, working "on the road." Broad knowledge of the principles of fundraising – able to participate in all aspects of the gift cycle: (1) to initiate contacts with potential donors; (2) to develop appropriate cultivation strategies for them, including working with volunteers and senior university administrators; (3) to move potential donors in an appropriate and timely fashion toward solicitation and closure; (4) to make solicitations when appropriate; (5) to maintain stewardship contacts with donors. General information of tax laws that impact charitable giving, personal assets and estates. Bachelor's degree is required.