

Associate Director of Development, URM C Clinical Programs
University of Rochester Medical Center
Grade 56

The Associate Director reports to the Executive Director of Development, URM C Clinical Programs, and is responsible primarily for identifying, cultivating, soliciting and stewarding major gifts (\$50K+) in support of clinical departments and programs across the Medical Center. He/she will also solicit leadership and annual gifts as appropriate. This gift officer will focus on grateful patients, community donors and individuals interested in supporting clinical care, education, and medical research. With broad direction from the Executive Director, the Associate Director will work in concert with University and Medical Center Advancement colleagues, Medical Center leadership, faculty, staff, and volunteers to strategize, solicit and steward gifts from patients and other prospective donors. He/she will carry a portfolio of approximately 100- 125 major gift prospects and will make a minimum of 125-150 face-to-face visits per year.

This position requires regional travel and possibly limited national travel as well.

Specific Responsibilities

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| 80% | <p>Donor Cultivation and Portfolio Management</p> <p>In conjunction with the Executive Director, and appropriate Advancement colleagues, the Associate Director develops and implements strategies to identify, cultivate and solicit major gifts and George Eastman Circle gifts. Responsibilities include but are not limited to:</p> <ul style="list-style-type: none">• Travel regionally, and, if needed, nationally, on behalf of the URM C to qualify, cultivate, solicit, and steward donors and prospects. (30%)• Maintain regular contact with prospects and donors through visits, correspondence, and personal calls, and manage and track activity related to donor activity. (30%)• Build relationships and work closely with doctors, faculty, staff and volunteers to identify, cultivate, and solicit prospects. (10%)• Identify volunteer roles for donors and prospects and work with volunteers to identify new prospects. (10%) |
| 10% | <p>Maintain proposals and market gift opportunities for use in donor solicitations.</p> |
| 5% | <p>Actively use OASIS. Prepare contact reports following visits and events. Maintain and develop pipeline. Prepare progress reports toward operational plan objectives.</p> |
| 5% | <p>Other Duties as Assigned</p> <p>Due to the dynamic nature of Medical Center Advancement's projects and priorities, other assignments arise on a frequent basis. These projects will be assigned on an individual basis, with communication among all URM C advancement and alumni relations staff to ensure successful completion.</p> |

Requirements

Bachelor's degree and a minimum of five years of development experience at a college or university, hospital, or non-profit, or an equivalent combination of education and experience. Incumbent must demonstrate a track record of success in individual fundraising, preferably in a medical setting, and experience in cultivating and soliciting prospects of \$50,000 or more.

Other attributes needed are the ability to: plan, implement, and analyze solicitations; work effectively with patients, physicians, faculty, leadership, volunteers, and community members; and work and thrive in a team environment. The successful candidate will have strong computer skills and experience in Microsoft Office

software and be able to learn the OASIS prospect management system. The Associate Director must be intellectually curious, flexible, and goal-oriented. Excellent interpersonal, organizational, and written and verbal communication skills are required.