

Position Description

Assistant Director URMC Constituent Engagement Office of Medical Center Development

Level 55

Overview

The Assistant Director of Constituent Engagement reports to the Sr. Director of URM C Constituent Engagement. This individual is responsible for the creation, implementation and evaluation of Medical Center Advancement fundraising events and programs for purposes including: donor cultivation and recognition, alumni involvement, stewardship, recognition and dedications.

In addition to implementing events, the Assistant Director will also consult with and advise other Medical Center departments on event planning and implementation. The Assistant Director will meet with these internal customers to provide them the tools for implementing each event/project. He or she will assist as necessary in planning, vendor selection and theming to maximize the impact of events.

The Assistant Director will work cooperatively with colleagues to create events and programs that support Medical Center Advancement's objectives. He/She will also be responsible to work with Development Officers to support the communication and stewardship needs of Medical Center donors.

Specific Duties

Under the direction of the Sr. Director of URM C Constituencies Engagement, the Assistant Director will:

- 45% Work with Medical Center departments to provide fundraising and project support to the departments to implement advancement fundraising events and third-party fundraisers. Acts as a liaison with Department administrators and secretaries to provide guidance on event planning and projects. Develops processes, comprehensive templates and budgets for various types of events that can easily be used or adapted by departments, including standard timetables, checklists and lists of vendors and other resources.

- 30% Works cooperatively with internal customers to plan, coordinate and implement fundraising events. Advising, consulting and providing direct support to the degree necessary for each internal customer in coordination with Development Officers. Often acts as the primary contact for community and medical center events. Solicit sponsorship support for fundraising events.

The Assistant Director coordinates event sponsorship packages, prepares and edits fundraising materials including solicitation letters, invitations, programs, talking points and leadership briefing materials. Works directly with graphic designers and printers and utilizes Advancement Communications as an internal resource when appropriate.

20% Implements strategies to make events and programs effective vehicles to further the broader strategic objectives of Medical Center Advancement. This will include working with Major Gifts on strategy and with the Offices of Advancement to create an efficient system for managing multiple lists gathered from diverse sources and in various data formats for invitation and publications.

5% Other duties as requested by the Sr. Director of URM C Constituencies Engagement.

Qualifications

The successful candidate must have a bachelor's degree and three to five years of experience in special events planning, development or public relations. This individual should have the ability to work effectively with peers, Medical Center leadership, faculty, key volunteers, and other Medical Center VIP's; the ability to manage multiple projects, prioritize duties and work well under pressure. This individual should be enthusiastic about the mission of the Medical Center, be highly motivated and dedicated to their work, have the ability to function well as part of a larger team. Must have excellent analytical and problem-solving skills and ability to change priorities and challenges in a busy environment.

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