

**Executive Director of Stewardship
University of Rochester
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Reporting to the Associate Vice President for Communications, Marketing and Constituent Engagement, the Executive Director of Stewardship will lead the organization and management of a comprehensive program to foster and nurture lasting relationships between the University of Rochester and its donors and to steward gifts, especially endowed funds (scholarship and professorships), Campaign gifts, and leadership/principal gifts. The Executive Director will work closely with Advancement senior staff and prospect managers to more fully engage donors and prospects, to build confidence that their gifts have impact, and to help strengthen their philanthropic support.

The Executive Director will provide excellent leadership for a staff of nine and will formulate and execute strategies and tactics that foster long-term relationships with donors including recognition initiatives, stewardship and endowment reporting, select high-level cultivation events and activities, and personalized communications to demonstrate impact. Working in partnership with all program areas within Advancement, the Executive Director will develop and implement customized strategies to acknowledge and steward principal donors, Board members, and VIPs and create an enhanced, yearlong post-Campaign stewardship plan for the University and the Medical Center. The Executive Director should be an expert in stewardship, aware of the latest trends and best practices in the industry, and willing to explore innovative approaches to create a dynamic donor-centric program of acknowledgment, recognition, and engagement for all schools and units of the University. There will be extensive interaction with the Office of the University President, school deans, Board of Trustees members, donors, and volunteers. This individual must have the ability to adjust to changing priorities and challenges in a busy environment. S/he Must be able to work under pressure of deadlines. Occasional weekend and evening work will be required.

Specific Responsibilities

With broad latitude for independent action, the Executive Director will:

(75%) Stewardship Oversight—Lead all stewardship efforts including, but not limited to:

- (30%) Formulating and executing strategies and tactics that foster long-term relationships with donors. Working closely with fundraising colleagues to provide strategy on appropriate donor recognition. Investigating new technologies and innovative means for reaching donors with gift impact.
- (10%) Providing vision and leadership for a yearlong effort to communicate impact of *The Meliora Challenge* Campaign.
- (10%) Proactively supporting the stewardship responsibilities of the Advancement staff by assisting them in establishing and coordinating individualized stewardship plans for donors and planning, implementing and evaluating donor and campaign recognition.
- (10%) Devising and using consistent, accurate, and appropriate information-sharing mechanisms for stewarding prospects and donors.

- (10%) Working in close collaboration with all areas of advancement and senior leadership throughout the University to oversee capital and special projects including planning of all capital project recognition and named space recognition and reporting on activity within named spaces
- (5%) Serving as primary campus contact for select donors, helping to resolve problems, questions, and concerns.

(20%) Administration—Implements and evaluates office-wide procedures and policies that will assist in the efficient management and coordination of all development activities related to stewardship including:

- (10%) Standardized internal and external reporting, benchmarking with peer institutions and monitoring of best practices. Prepares current and long-range program plans, operational goals, and annual budgets to support the fundraising efforts of the university. Creates, monitors and administers all program budgets and expenditures related to the development, implementation and continuance of these core areas
- (10%) Direct supervision to staff. Working closely with internal HR Advancement, will oversee, monitor, and manage administrative duties including recruiting, hiring, training, management, individual performance goals, performance reviews, personnel actions and all HR matters related to the program.

(5%) Other duties as assigned by the Associate Vice President.

Requirements

Preferred Master's Degree and 7-10 years' experience with advancement operations, stewardship, development and/or donor relations. Strong track record of developing and implementing stewardship initiatives that increase gift levels and donor participation. Knowledge of innovative practices within the industry. Experience managing teams is required.

Skills

Ability to accurately apply judgment skills in all situations, especially related to management, donor issues and budgets. Outstanding communication skills, including direct interpersonal skills. Mature individual with knowledge of University systems and personnel. Extraordinary attention to detail and ability to deal with multiple, competing priorities with minimal supervision.