

UNIVERSITY OF ROCHESTER
Director of Foundation Relations

Pay Grade 58

The University of Rochester seeks an accomplished, seasoned professional to serve as Director of Foundation Relations, reporting to the Assistant Vice President for Foundation and Corporate Relations in the Office of University Advancement. The Director of Foundation Relations will manage a portfolio of key strategic areas across the University with a focus on top tier foundation prospects. The Director will cultivate broad knowledge and understanding of all UR divisions and be cross-trained and able to assist, as needed, with Foundation Relations support of all divisions of the UR.

Specific Responsibilities:

Under general direction and in keeping with Advancement Values and FR best practice standards:

- (30%) Through discussion with the FR AVP and faculty and through on-going tracking of priority areas, manage a portfolio of top foundation prospects in multiple key UR priority areas. Develop in-depth understanding of all top prospects within assigned portfolio and maintain written records to facilitate discussions with UR leadership and faculty, to include detailed analysis of prospect; analysis of past funding; detailed descriptions of potential for support including UR division/faculty “match,” type of support, timing and nature of approach, plus analysis of internal programmatic strengths and weaknesses. From this, and working closely with the AVP and FR team, develop strategic cultivation and solicitation strategies that define next steps with the goal of leading to an effective solicitation.
- (30%) Develop in-depth understanding of the plans, goals, relevance and national competitiveness of the proposed internal programs and projects seeking foundation support through focused interview style meetings with all key internal stake holders (e.g., faculty lead, associated department collaborators, ORPA, community collaborators). With ultimate oversight by the FR AVP, manage coordination and development of all written materials associated with a foundation ask, including developing proposals, cover letters, recommending and gathering all supporting documents, etc. Working with Advancement protocol and through FR best practice, coordinate the development, communication and coordination of all written materials for leadership signature (e.g., letters of support, cover letters) working through designated channels (e.g., Office for Presidential signature) ensuring the highest quality standards in all submissions utilizing ingenuity and best judgment.

- (20%) Develop in depth understanding of foundation giving trends and individual foundation practices and preferences so that you can help educate faculty on foundation funding trends and on specific top tier opportunities and limitations. Coordinate with the appropriate UR Advancement departments around foundation funding potential and client coverage.
- (15%) Study historical foundation prospecting research available in the FR program. Employ detailed analysis of foundation websites/information and utilize state-of-the-art research engines like the Foundation Center Research program execute and maintain thorough, effective, and ongoing foundation research and analysis to uncover local, national and international foundation prospects.
- (5%) Manage individually and in cooperation with FR colleagues and support staff, and Advancement central services, tracking and updating internal data systems to capture strategies, contacts and results.

Qualifications:

Bachelor's degree and five years of development experience including at least three years of proven success mastering foundations relations work ideally covering education, arts and sciences, community outreach and or medicine in a research university or equivalent independent research institute, hospital or major unit of state or local government. Evidence of prior success in securing major grants or gifts (\$100,000 or more) is highly desirable.

Skills:

- Evidence of effectiveness in an academic setting/ working with university leadership, faculty and key stakeholders
- A proven track record of solid relationship building both with internal and with external constituencies
- Excellent analytical and critical reasoning skills
- Outstanding writing skills, attentiveness to detail
- Must possess a positive attitude, a sense of humor and the ability to multi-task and work in a highly variable, high project-volume environment
- A flexible, highly-motivated and dedicated approach to their work and the proven ability to work as part of a team

- Proven effectiveness as a manager is a plus as is direct experience / knowledge of the UR
- Computer literacy and ability to master Advancement systems is essential.