

**University of Rochester**  
**ASSOCIATE DIRECTOR, Leadership and Class Giving**  
**Office of Annual Giving Programs**  
**Grade 56**

As a member of the Office of Annual Giving Programs, the Associate Director of Leadership and Class Giving will work within a team environment toward the successful implementation of leadership annual giving at the University of Rochester. This position will report to the Senior Director of Leadership and Class Giving and work across the diverse matrix of schools and unit advancement professionals within our organization.

**Responsibilities:**

**75% Regional Prospect Management**

(40%) Through a minimum of 125 face-to-face personal visits per year, telephone conversations, and email correspondence; initiate and/or strengthen relationships with College undergraduate alumni leadership annual giving prospects; create strategies for and solicit donors capable of contributing gifts of \$1,500 to \$50,000, as well as soliciting lower dollar amount annual fund gifts.

(25%) Primary portfolio will include management of targeted prospects within 10-15 assigned classes and stewardship of current George Eastman Circle members including solicitations for membership renewals. National travel is required; primarily travelling frequently to regions with the highest volume of undergraduate alumni leadership annual giving prospects.

(10%) Collaboratively establish donor strategies for key leadership annual giving prospects in classes assigned to you. Develop relationships with Advancement officers across schools and units (i.e. School of Arts & Sciences, Hajim School, Athletics, etc) to steward class-based alumni solicitations (current reunion and special class campaigns) for assigned classes; collaborate with regional officers to coordinate solicitation and engagement strategies for key prospects.

**10% Class Campaign(s) Support**

For assigned classes celebrating a Reunion each year or for special class program campaigns; assist with key fundraising goals and strategies to identify, prioritize, and solicit leadership giving prospects within each class. Collaborate with Reunion and Class Programs team as needed to ensure informative communications and a successful experience for prospect.

**10% Continued training and professional development**

Update “product knowledge” through regular meetings with school-based colleagues; attend trainings on UR Advancement protocols and procedures; technical training on Advancement’s prospect management system; honing of professional skills through conferences, training, and individual mentoring when possible; participation in all Annual Giving and Advancement meetings and activities.

**5% Other Duties**

Perform other duties as required by the Senior Director of Leadership and Class Giving or the Executive Director of Annual Giving Programs.

**Skills and Abilities Desired:**

- Superb oral, written, and interpersonal skills required.
- Excellent time management and organizational skills.
- Ability to manage multiple projects simultaneously, working both independently and within a team.
- Strong relationship-building skills, able to interface with alumni, donors, volunteers, leading faculty, administrators and trustees.
- A strong desire to “sell and close.”
- Ability to travel regularly and to work occasionally on weekends and evenings.
- Ability to work collegially within Advancement and across all University units.
- Sound judgment and experience handling confidential information.
- Ability to effectively solicit and close gifts.
- Strong computer skills including Microsoft Office Word & Excel and Internet research capabilities.

**Qualifications Desired:**

- Bachelor’s degree and at least 5-7 years of relevant experience is required.
- A demonstrated commitment to higher education and the ability to articulate a persuasive case for annual, unrestricted support of the University.
- Exceptional ability to think strategically and analytically.
- Strong initiative, creativity, and attention to detail.
- High energy level, sense of humor, enthusiasm, and flexibility are a must.
- Knowledge of the University.