

THE UNIVERSITY OF ROCHESTER
JOB DESCRIPTION

**Assistant Vice President of Advancement
for Arts, Sciences and Engineering**

GENERAL PURPOSE:

The Assistant Vice President of Advancement (AVP) for Arts, Sciences and Engineering (AS&E) directs a program overseeing the fundraising objectives for:

- School of Arts and Sciences
- Hajim School of Engineering and Applied Sciences
- The College
- Parent Programs
- Athletics
- River Campus Libraries

The AVP works closely with University Advancement, the Dean of the School of Arts and Sciences, and other academic leaders to set strategic direction for AS&E advancement and to conceive and execute fundraising plans. He or she appropriately and effectively mobilizes a staff of approximately 16 in pursuit of these objectives directly, along with dozens of other central advancement staff. The AVP maintains a personal portfolio of major, leadership, and principal gift prospects.

The University of Rochester is engaged in a \$1.2 billion comprehensive campaign, *The Meliora Challenge*, scheduled for completion on June 30, 2016. Arts, Sciences and Engineering represents \$300 million of that goal and has raised \$335 million to date. The AS&E program is coming off of two consecutive years of securing in excess of \$40 million in commitments annually.

The University is seeking an experienced fundraising professional who can sustain and grow this success in the post-campaign environment.

This position reports to the Associate Vice President of University Advancement.

SPECIFIC RESPONSIBILITIES:

30% Collaborate with Associate Vice President of University Advancement to establish strategy for Office of Arts, Sciences and Engineering Advancement. Establish plans and policies that are supportive of University Advancement goals and AS&E priorities.

30% Manage a portfolio of major, leadership, and principal gift prospects and a sufficient schedule of personal visits and travel to assure wise engagement of these prospects. Collaborate with University Advancement officers in supporting all annual, major, and principal gifts work for AS&E, participating directly as appropriate.

20% Closely collaborate with key academic leaders to promote development efforts that focus on AS&E priorities with appropriate consideration of issues of development feasibility. Oversee relations with academic units within AS&E to insure alignment between academic priorities and Advancement efforts and to exploit special development opportunities. Work closely with key University Advancement department leaders, including regional and principal gifts and maintain strong collaborative relationships. Assure that University Advancement officers have sufficient knowledge of AS&E programs and priorities to effectively represent AS&E and have access to more

detailed information and assistance from AS&E staff as necessary.

10% Manage Arts, Sciences & Engineering National Council, a high-level group of volunteer leaders that engages regularly with deans and other academic leaders.

10% Supervise a staff of sixteen, with five direct reports, that is focused on producing high annual and major gifts and strategic events for AS&E. In collaboration with University Advancement, implement and monitor management systems to measure activity and progress. Hire, train, and evaluate staff with appropriate consultation with deans and University Advancement. Guide and motivate staff members to perform at a high level and to advance their own career aspirations. Promote a collaborative organizational culture within the Office of AS&E Advancement and in working with other departments, always focusing on the common goal for moving prospects towards readiness to make increasingly generous gifts for priority purposes.

REQUIREMENTS:

Bachelor's degree and 7-10 years of development experience, including evidence of ability to work effectively in a complex university setting. Master's degree is a plus.

Highly developed collaborative skills and a genuine appetite for collaboration.

Experience in soliciting major gifts and demonstrated understanding of the major gift processes.

Evidence of success working with Deans and other academic leaders.

Successful experience in creating and implementing development strategies and plans.

Proven ability to productively manage a fundraising staff and volunteer leaders.

Excellent skills in written and oral communication. Facility with office productivity computer programs.

An understanding of – and level of comfort with – the special challenges of working in a complex and diverse organizational environment. An appreciation of the value of a general education.