**Assistant Director of Advancement, AS&E**  
Arts, Sciences and Engineering Advancement  
PG 55

**General Purpose:**
Reporting to the Senior Director of Advancement, Arts and Sciences, and working closely with the Executive Director of Advancement, Hajim School of Engineering and Applied Sciences, and Senior Director of Advancement, The College, the Assistant Director of Advancement will support fundraising initiatives in the Office of Arts, Sciences & Engineering Advancement. The incumbent will serve as the primary advancement liaison to five academic departments in the School of Arts and Sciences, but will be expected to gain knowledge of all the curricular and co-curricular elements of Arts, Sciences & Engineering.

The Assistant Director is based in Rochester and deployed geographically. Travel is considerable and is intended to stimulate prospect/donor activity and contributions to AS&E. The required portfolio is approximately 125 prospects with a minimum of 150 face-to-face visits per year. Execute cultivation and involvement events for major prospects and some AS&E-specific larger events in collaboration with donor relations and alumni relations as appropriate. Work closely and collaboratively with support staff members who are mobilized in support of events and donor development.

Assists the senior staff in managing liaison with the following offices: advancement services, annual fund, parents, donor relations, alumni relations, and stewardship. Helps senior staff assure that the policies and procedures of the University Advancement office are effectively implemented day to day in AS&E Advancement. Manage special projects as assigned, including annual fund initiatives that will involve management of volunteers and solicitation of annual gifts.

Handle routine questions and issues that have to do with the annual fund and gifts processing, such as donor queries about status and disposition of gifts. Write routine annual fund stewardship letters and correspondence with volunteers.

**Specific Responsibilities:**
With latitude for independent judgment and in coordination with the Senior Director of Development and Executive Director of Advancement, the Assistant Director will:

**80%**  
(25%) Effectively manage a prospect solicitation pipeline, with emphasis on parents and reunion alumni. (25%) Initiate and/or strengthen relationships with annual giving prospects; create strategies for and solicit donors capable of contributing gifts of $1,500 to $50,000 each year for five years. (20%) Initial work will likely involve a high number of identification and qualification visits, as well as lower dollar amount annual fund solicitations. (10%) Efficiently plan productive travel.

**10%**  
With Guidance from the Senior Director and Executive Director, act as liaison to assigned departments and foster communication in order to provide programmatic information to advancement colleagues and develop opportunities for prospect identification and cultivation. Assist the Senior Director in assuring effective liaison between AS&E Advancement and the
following University Advancement offices: advancement services, annual fund, parents program, donor relations, alumni relations.

5%  Respond to inquiries and requests from donors and volunteers involving status and disposition of gifts. Collaborate closely with University stewardship and donor relations offices in assuring appropriate follow up to gifts, executing follow up actions as appropriate: letters and phone communication, problems solving, information gathering from other departments involved with gifts, etc. Assist in preparation of promotional materials working closely with staff writer and University Advancement communications office.

5%  Plan, manage, and execute salons and other special events as assigned, coordinating the work of support staff involved and collaborating with central and College regional colleagues. Other Duties as assigned by the Senior Director.

Requirements:
Bachelor’s degree and at least 4-5 years of development or closely related experience at a university or college or an equivalent combination of education and experience.

Skills:
- Strong interpersonal skills and evidence of interest in, and ability to, work effectively with volunteers and solicit annual gifts.

- Strong capacity for collaboration.

- Intelligence and evidence of ability to work well with faculty.

- Ability to manage complex projects and to effectively manage detail.

- Solid skills in written and oral communication.

- Facility with office productivity computer programs and an interest and aptitude in learning more about management information systems.