

University of Rochester

Program Manager (Functional title: Eastman Engagement Officer)

Eastman Advancement

Grade 53

The Eastman Engagement Officer will report directly to the Director of Advancement, Eastman and is a combination of the current gift officer role (60%) and additional duties including annual fund appeals and volunteer management (40%). This position requires a sophisticated blend of fundraising and events knowledge, as well as use knowledge of donor base to seamlessly build relationships with a variety of donors, to play a large role in securing support and funds for the campaign.

Specific Responsibilities:

60% Portfolio Management

- Initiate and/or strengthen relationships with major gift and GEC prospects
- Create strategies for and solicit donors
- Initial work will likely involve a high number of identification and qualification visits
- Efficiently plan productive travel

20% Annual Fund

- Manage growth of annual fund goals
- Partner with The Annual Fund Office to ensure timely and accurate solicitations for Eastman School of Music. Identify donor stories and other materials that can be used to better advance the annual fund goals with Eastman's constituents
- Provide tours and guidance for student callers
- Coordinate Reunion and Parent appeals
- Coordinate points of pride stewardship pieces

20% Volunteer Management

- Manage the creation of a new Eastman Dean's Circle, a group that engages local ESM GEC members. This includes transitioning members from the existing Dean's Advisory Committee and dissolving the Advisory Committee.
- Serve as administrative liaison for Eastman friends' groups including the Friends of Eastman Opera and New Horizons boards or executive committees
 - Monitor activity in gift accounts, oversee the preparation of expenditure reports and provide regular reporting on gifts received
 - Assist volunteers by overseeing the preparation of lists for appeal letters, invitations and acknowledgements
 - Help coordinate the preparation, printing and mailing of acknowledgement letters, and customized memorial gift cards as needed
- Assist with coordinating arrangements for events, board and committee meetings

Qualifications:

Bachelor's degree with 2-3 years of experience, preferably in higher education; knowledge of the general principles of fundraising and advancement best practices; development experience required.

SKILLS:

- Outstanding oral and written communication and customer service skills, including direct interpersonal skills
- Excellent organization, project management, and proofreading skills, with an ability to manage and prioritize multiple projects with keen attention to detail
- A personal belief in mission, goals and objectives of private higher education
- Ability to work as a member of a team to accomplish objectives
- Ability to travel; some evening and weekend work
- Demonstrated ability to work with volunteers and donors
- Flexibility – given the changing demands of executing a comprehensive capital campaign, responsibilities within this position may change