



Associate Vice President for Arts, Sciences, Engineering and University Advancement

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Overview:

Reporting to the Sr. Associate Vice President of Academic Programs, the Associate Vice President (AVP) will provide strategic direction and leadership to all Advancement staff deployed to Arts and Sciences (AS), Engineering (E), Regional Advancement, the George Eastman Circle (GEC) and Parents fundraising. This position will set the strategic direction and execute for this core component of the University's advancement program.

The Associate Vice President will serve on the Executive Management Team for the advancement program and will work with the Senior Associate Vice President and Senior Vice President and Chief Advancement Officer on all matters of strategic planning for the University advancement program.

The Associate Vice President will be responsible for providing oversight on all professional activity and performance measures for roughly 50 reports and a budget of \$6.7million, assuring the highest quality of advancement support to the deans, schools and units. The deans of each academic division are partners with the advancement staff in fundraising and engagement activity.

The Associate Vice President is responsible for the design, implementation and coordination of all assigned advancement activity, including the hiring and management of advancement personnel assigned his/her areas of oversight.

The Associate Vice President will oversee divisionally assigned advancement staff and work with alumni relations staff to coordinate activity and accomplish common objectives. In addition, the Associate Vice President will manage and work with divisionally assigned advancement staff and deans and directors to identify, cultivate and solicit regionally based alumni and friends.

Principal Accountabilities:

In collaboration with the Senior Associate Vice President, and other members of Advancement and within the University, the Associate Vice President will:

- (30%) Oversee, supervise and lead the activities and daily operations of all

Staff in the areas of Arts, Sciences, Engineering, parents, college, libraries and athletics. In addition, this role will also oversee the regional advancement program, including (regions and international) and the innovative, nationally recognized, award-winning, leadership annual giving program, The George Eastman Circle. In collaboration with University Advancement, implement and monitor management systems to measure activity and progress for all reporting fundraising teams. Lead, mentor, and motivate staff members to perform at a high level and to advance their own career aspirations. Promote a collaborative organizational culture within each fundraising unit 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.

This position will have a lead role as a volunteer manager for unit and regionally based advisory councils and boards. It will have interaction with trustees and other University leaders. There will be a substantial collaboration with the Principal Gifts office and a leadership role in establishing priorities and future campaign planning.

- (35%) Manage a portfolio of major gift prospects, with a particular focus on principal and major gift prospects (\$500,000 and up). Collaborate with University Advancement officers on all gifts participating directly to ensure maximum coordination of activities across Advancement units.
- (15%) In conjunction with the executive management team for University Advancement, the AVP develops overall strategy for Academic development prospect management.
- (10%) Creates and implements advancement strategy for deans and faculty for academic programs at the University.
- (5%) Oversees the daily operations of all assigned Academic Development programs.
- (5%) Represents the efforts of the Office of Advancement as necessary to all levels of University personnel. Interprets and communicates Advancement office policy and procedures as necessary. The AVP will also be prepared to perform other duties as deemed necessary by the Senior Associate Vice President for University Advancement and the Senior Vice President for University Advancement.

Requirements:

- Bachelor's Degree is required, advanced degree preferred. A minimum of ten years of direct fundraising with a focus on major gift fundraising
- Experience developing and managing the highest level of fundraising activities for a staff.
- Supervisory and management experience in Advancement is required.

Skills:

- Ability to accurately apply judgement skills in all situations, especially related to management, major and principal gift issues and budgets.
- Outstanding communications skills, including direct interpersonal skills,
- Demonstrated ability to work with, motivate and lead staff and volunteers.
- Ability to take charge and manage significant administrative projects, make important decisions, and design and implement new programs.
- Mature individual with knowledge of University systems and personnel.
- Highly self-motivated individual who works well with colleagues.
- Extraordinary ability to deal with multiple, competing priorities with minimal supervision.
- Proven strategic planning skills.
- Experience with computer technologies and sophisticated software applications.
- Excellent verbal communications skills.
- Ability to Analyze, condense and synthesize information and ability to provide accurate analysis and summaries.
- Ability to diplomatically overcome objections and effectively persuade key constituents.
- A general knowledge of institutional fundraising is also preferred.
- A personal belief in mission, goals and objectives of private higher education and a desire to change the world.
- Travel; some evening and weekend work required.

The University of Rochester is an Equal Opportunity Employer.

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