

## Position Description

### **Associate Director of Donor Relations**

Level 56

#### **Overview**

The Associate Director of Donor Relations reports to the Director of Donor Relations and will support a significant part of the University's advancement operation. This individual will work independently to create, implement, and follow-up on high-end development events and programs, including donor cultivation and recognition events, campaign activities, events with the President and Board, regional activities, and dedications. The Assoc. Director is responsible for insuring that all events meet the highest quality standards.

The Assoc. Director will work cooperatively with colleagues across University Advancement to create and implement events that support the University's fundraising objectives. These events will take place in both Rochester (particularly at Meliora Weekend) and cities across the country (primarily Washington, DC, Los Angeles/San Diego, and Chicago). The person will have ultimate responsibility for all details of the event and for reporting their progress back to the Director and the Executive Director for Donor Relations and Stewardship. There will be extensive interaction with high-level University administrators, donors, and volunteers as well as some supervision of support staff who will assist with the registration process and other event-related duties.

This position requires excellent organizational, customer service, and communication skills and the ability to work independently but also as part of a team. The Associate Director must have good judgment, be results-oriented, and donor-centric. This individual must have the ability to adjust to changing priorities and challenges in a busy environment. Must be able to work under pressure of deadlines; must be able to travel locally and nationally; occasional weekend and evening work will be required.

#### **Specific Duties**

55% Works cooperatively with internal customers to plan and implement 15-20 donor relations activities of various sizes and locations (some could have more than 300 attendees and budgets of over \$50,000). Activities will include regional events with the President, George Eastman Circle events, and other donor recognition events. Oversees all aspects of the logistical arrangements and works closely with key volunteers and high-level University administrators.

Specific responsibilities include:

- Researching and securing locations and maintaining knowledge of venues in various cities and identifying, selecting, and negotiating with a wide range of

- vendors, including caterers, AV companies, florists, etc., to carry out the details of the program (15%)
  - Overseeing the production of all publications and related collateral materials and the coordination of mailing lists and managing marketing for event (10%)
  - Developing and managing the program flow and involvement of speakers, which will likely include the President, deans, Board members, and high-level donors/volunteers. Writing remarks and briefings and interacting with speakers to make sure they are prepared. (10%)
  - Traveling to events and managing all on-site logistics while there. Overseeing staffing for the event, which includes recruiting and training staff who will be working. (10%)
  - Managing budgets and making decisions on how to spend money (5%)
  - Delegating work related to registration and other administrative tasks to support staff members (5%)
- 20% Manages Meliora Weekend registration process for Donor Relations, including creation of invitation lists and establishment of procedures for registration. Also interacts frequently with Alumni Relations MW registration team regarding general registration and the MW Web site.
- 15% Supervises Donor Relations event and engagement strategy for Washington, DC, Los Angeles/San Diego, and Chicago regions. Serves as our representative on the regional planning team for each area, provides advice and strategy on what event should take place and what prospects should be engaged, and maintains knowledge of each region and the key prospects in them.
- 10% Other duties as assigned by Director of Donor Relations

**Qualifications:**

- Bachelor's degree.
- Four to five years of special event planning, volunteer management, or comparable experience.
- Excellent oral, written, organizational, and interpersonal skills.
- The ability to manage multiple projects, prioritize duties and work well under pressure.
- Demonstrated ability to work with, motivate, and lead volunteers.
- Ability to work as a team member to accomplish objectives.
- Proven qualities of initiative, creativity, team orientation, and a commitment to client/customer service.
- Experience in a development office or higher education setting preferred.
- Experience with Microsoft Office, Word, Excel, or Access preferred, as is experience in online event registration programs.
- 10-15% travel; evening and weekend work