

University of Rochester

ASSISTANT DIRECTOR OF MAJOR GIFTS

Office of Major Gifts and Regional Programs

Grade 55

Overview:

Charged with dramatically increasing both the quality and size of the University of Rochester prospect pool, the Office of Major Gifts and Regional Programs will play a key role in the overall growth of private philanthropy for this outstanding institution.

In addition to major gifts, this role will also focus on growing the membership of the George Eastman Circle. The George Eastman Circle is the University-wide, leadership annual giving program for the University of Rochester. The Eastman Circle recognizes donors who make a five-year pledge of \$1,500 or more annually to any of the University's unrestricted annual funds. Assistant Directors will be based in Rochester and deployed geographically. They will travel extensively to originate prospect/donor activity and to raise major gifts from a broad spectrum of university constituents. Assistant Directors will need to work cooperatively with colleagues in schools and units. They will carry a portfolio of approximately 150 qualified prospects and make a minimum of 200 face-to-face visits per year.

The position reports to one of the Senior Directors of Major Gifts and Regional Programs and will have a designated staff person supporting him or her.

Principal Accountabilities:

With broad latitude for independent judgment, and in coordination with the Senior Director of Major Gifts and Regional Programs, the Assistant Director will:

- 70% Effectively manage a major prospect solicitation pipeline. (10%) Initiate and/or strengthen relationships with regional major gift prospects; create strategies for and solicit donors capable of contributing gifts of up to \$50,000. (25%) Efficiently plan productive travel. (20%) Initial work will involve a high number of identification and qualification visits, as well as Annual Fund solicitations (George Eastman Circle).(15%)
- 15% Continuing training and professional development including updating of "product knowledge" by regular meetings with unit-based colleagues, faculty and staff; training on UR Advancement protocols and procedures; technical training on Advancement's prospect management system; honing of professional skills through seminars, conferences, training and individual mentoring.
- 10% Either individually or in cooperation with support staff, continuously update the prospect management database with information related to donor strategies, contacts and results.
- 5% Other duties as required by the Senior Directors or the Associate Vice President for Major Gifts and Regional Programs.

Qualifications:

- A track record of success in individual annual or major gift fundraising or in a sales position outside higher education. Proven ability to “close sales.”
- Excellent time/territory management skills. Preference for individuals who have worked in a regionally assigned office and have experience with, and a passion for, working “on the road.”
- Broad knowledge of the principles of fundraising – able to participate in all aspects of the gift cycle: (1) to initiate contacts with potential donors; (2) to develop appropriate cultivation strategies for them, including working with volunteers and senior university administrators; (3) to move potential donors in an appropriate and timely fashion toward solicitation and closure; (4) to make solicitations when appropriate; (5) to maintain stewardship contacts with donors.
- For candidates without non-profit experience, a proven ability to learn new skills and apply them in a new environment.
- General knowledge of tax laws that impact charitable giving, personal assets and estates, or the willingness to learn.
- Bachelor’s degree is required.

Skills and Abilities:

- Superb oral, written and interpersonal skills required
- Excellent time management and organizational skills
- Solid relationship-building skills, able to interface with alumni, donors, volunteers, leading faculty, administrators and trustees
- A strong desire to “sell and close.”
- Ability to work collegially within Advancement and across all UR units
- In consultation with the Senior Directors of Major Gifts, make one or two multi-day trips per month sufficient to meet the goal of 175 face-to-face visits per year
- Ability to effectively close gifts.