

THE UNIVERSITY OF ROCHESTER
JOB DESCRIPTION
PG 58

Senior Director of Advancement, River Campus Libraries
Arts, Sciences & Engineering Advancement

Overview:

The Senior Director of Advancement for the River Campus Libraries will develop a thorough knowledge of the River Campus Libraries, including its programs, facilities, and constituencies. The Senior Director of Advancement will play a key role in fundraising and events for River Campus Libraries. S/he will be the primary liaison role between the Dean of River Campus Libraries and University Advancement. The Senior Director of Advancement will report regularly on annual fund, major gift and principal gift activity. S/he will support the Dean of River Campus Libraries in the supervision, mentoring, and deploying of the Library Advancement Program Manager.

The Senior Director of Advancement will manage a robust portfolio of major gift and leadership gift prospects. Extensive travel is required to appropriately cultivate, solicit and steward these prospects. S/he will carry a portfolio of approximately 75-100 prospects and will be considered a half-time gift officer, with the remaining half focused on programmatic aspects of Advancement on behalf of the Dean of River Campus Libraries. In addition, it is required that this staff member provide oversight of any pertinent annual fund operations related to the Libraries.

The Senior Director of Advancement will help mobilize the resources of the Libraries in support of University Advancement efforts and make appropriate recommendations to the Dean and the Dean's senior staff concerning their roles and involvement in the identification, cultivation or solicitation of donor prospects. S/he will staff the Dean and other key staff in donor relations opportunities. S/he will work collaboratively with all Advancement offices to assure they are appropriately and effectively mobilized in pursuit of these objectives.

The Senior Director of Advancement will be the primary staff member for the River Campus Libraries National Council. This includes managing frequent communication with the Council members, recruiting new members, and planning and executing meetings.

The Senior Director of Advancement will plan and execute events in conjunction with AS&E event planning staff, alumni relations, donor relations, or regional gift officers, as necessary.

The position reports to the Associate Vice President for University Advancement and AS&E.

Specific Responsibilities:

With executive guidance and policy:

- 10% Work cohesively with the Associate Vice President for University Advancement and AS&E on strategy and tactics for management of River Campus Libraries development activities and involving departments and programs from the Libraries where appropriate.
- 10% Develop specific expertise on River Campus Libraries departments and programs; serve as liaison from advancement to the staff and volunteers in those areas. Manage special development initiatives involving those areas. Develops and implements effective development programs in support of the Libraries and their fundraising goals.
- 10% Manage the Libraries National Council in coordination with the Dean of River Campus Libraries and the Libraries National Council Chair. Serves as the university representative with high-level donors and prospects. Engages high-level donors and prospects in discussions for financial support to the institution.
- 50% Maintain a portfolio of major gift prospects and oversee Library activities, working in especially close collaboration with major, leadership and principal gift officers in cases where River Campus Libraries are involved.
- 10% Plan, manage, and execute special events, overseeing the work of support staff involved. Directs and manages program manager's activities as they relate to overall fundraising goals and initiatives. Provides leadership and guidance to the Program Manager. Conducts weekly/monthly employee meetings to review deliverables and addresses workflow.
- 10% Execute actions within the River Campus Libraries to advance major gifts prospects managed by others within Advancement in collaboration with those managers.

REQUIREMENTS:

Bachelor's degree and a minimum of seven years of relevant experience. Preferably ten years of administrative experience with at least five years in development work at an educational institution including experience soliciting gifts or closely-related experience and clear evidence of a thoughtful decision to move into development work. Master's degree preferred.

Evidence of ability to work effectively in a complex university setting and to work effectively with faculty, administrators, volunteers and distinguished major prospects.

Excellent skills in written and oral communication.

Strong collaborative skills.

Sufficiently well-organized to deal effectively with donor stewardship issues and “moves” to advance donors according to a plan.

Strong skills in written and oral communication.