



**University of Rochester, Office of Advancement**

**Assistant Director for Partnerships, Center for Business Engagement**

**PG 55**

**Overview:**

The University of Rochester seeks an accomplished professional to join the Center for Business Engagement (CBE) as Assistant Director for Partnerships. He/she will report to the Director of the CBE and work to develop mutually beneficial relationships with national and international corporations in a broad, integrated, business engagement approach. Responsibilities include campus-wide coordinated corporate support for basic and applied research, leading to the development of intellectual property and technology transfer. S/he will cultivate broad knowledge and understanding of all UR schools, divisions, and programs of interest to corporate partners, particularly research entities, and develop and execute best practice models to advance corporate support for UR.

**Specific Responsibilities:**

**90%-** Maintain, develop and expand the CBE research portfolio. This includes:

- (10%) Maintenance of existing portfolio
- (80%) Discovery and qualification of new prospects, including initial contact, visits, presentations, proposal development, negotiation, close, project oversight, and stewardship
- (5%) Collaboration on leads with other Advancement/CBE colleagues when appropriate to strategically reach high-level prospects
- (5%) Working with key campus stakeholders to plan, develop, and implement key strategies for advancing corporate presence at UR

**5%-** Assist the CBE in the development and management of corporate research and data. Tasks Include:

- Compiling and maintaining key data on UR corporate donors and prospects, including news and trends, with regard to overall strategy and department goals
- Tracking activity and progress of major corporate relationships using UR and CBE-specific tracking tools
- Designing and maintaining UR-wide top prospect and work-in-progress matrices
- Providing relevant reports to the Director of the CBE on a monthly and ad-hoc basis, to be used in overall strategy presentation to top leadership

**5%-** Other duties as required. These include project documentation, strategy development, and reporting.

**Qualifications:**

Bachelor's degree and at least six years of project management, industry sales/training, and/or development experience, ideally in biomedical or related scientific field. Advanced degree in biomed, chemistry, physics, or optics a plus. Evidence of ability to interface effectively with faculty across multiple divisions of a research university is strongly preferred.

**Skills and Abilities:**

- Fluency with scientific and medical information and the ability to work effectively with both corporate and academic leaders
- A record of solid relationship development with both internal and external constituencies
- Excellent analytical, critical reasoning, time-management, and communication skills (particularly writing); attentiveness to detail
- Flexible, highly-motivated, resourceful, and dedicated with the proven ability to work effectively as part of a team
- A positive attitude, a sense of humor, and the ability to take initiative and multi-task in a high project-volume "start-up" environment