

University of Rochester Medical Center Advancement
Major Gifts
Assistant Director of Advancement, URM
Grade 55

The Assistant Director reports to the Director of Advancement, URM, and is responsible primarily for identifying, cultivating, soliciting and stewarding gifts of up to \$50K and George Eastman Circle gifts as appropriate to support fundraising efforts in the Neurosciences and other URM priorities as assigned. This officer will support the broad-based needs, initiatives and priorities of the URM. They will have a focus on grateful patients, community donors and those focused on research. The Assistant Director will work both independently and in concert with University and Medical Center Advancement colleagues, Medical Center leadership, faculty, staff, and volunteers to strategize, solicit and steward gifts from alumni and other donors. They will carry a portfolio of approximately 100 prospects, to include Leadership Annual Giving/GEC and Major Gifts, and will make a minimum of 150 face-to-face visits per year.

Specific Responsibilities

- 80% Leadership Annual Giving and Major Gift Fundraising
In conjunction with the Director and Senior Director, the Assistant Director develops and implements strategies to identify, cultivate and solicit major gifts and George Eastman Circle gifts. Responsibilities include but are not limited to:
- (35%) Regional and local travel to qualify, cultivate, solicit, and steward donors and prospects.
 - (25%) Maintain regular contact with prospects and donors through visits, correspondence, and personal calls, and manages and tracks activity related to donor activity.
 - (10%) Maintains proposals and markets gift opportunities for use in donor solicitations.
 - (10%) Actively uses OASIS. Prepares contact reports following visits and events. Maintains and develops pipeline. Prepares progress reports toward operational plan objectives.
- 20% Other Duties as Assigned
Due to the fluid nature of Neuroscience & URM Advancement's projects and priorities, other assignments arise on a frequent basis. These projects will be assigned on an individual basis, with communication among all URM advancement staff to ensure successful completion.

Requirements

Bachelor's degree is required. Four to five years of development experience at a college or university, or an equivalent combination of education and experience. They must demonstrate a track record of success in individual fundraising, preferably in a medical setting, and experience in cultivating and soliciting prospects of \$25,000 or more.

Other attributes needed are the ability to: plan, implement, and analyze alumni solicitations; work effectively with faculty, leadership, alumni, and community members; ability to work in a team environment. The successful candidate will have strong computer skills and experience in Microsoft Office software and be able to learn OASIS prospect management system. The Assistant Director must be flexible and have the ability to maintain a high energy level. Excellent interpersonal communication, verbal, written and organizational skills are required.