

EXECUTIVE DIRECTOR, INTERNATIONAL ADVANCEMENT

University of Rochester
Office of Regional Advancement

Position Description *PG 58*

The Executive Director (ED), International Advancement is responsible for fundraising on behalf of the University and Medical Center on an international, major-gift level.

The Executive Director will carry a portfolio of 50 to 75 major gift prospects and will be an active and creative individual producer of philanthropic support.

The Executive Director will oversee and coordinate the identification, cultivation, discovery, solicitation and stewardship activity for international prospects University-wide. With the goal of maximizing the engagement, and ultimately the philanthropy of prospects, activities will include: advising and working directly with colleagues in other central offices and in the University's various school/unit programs, working with the Office of Prospect Management to effectively assign prospects; monitoring activity and adjusting strategy and assignments accordingly; and reporting to the Executive Management Team.

The Executive Director focuses on long-range strategic priorities, advances the University's goals, and communicates a broad vision to University constituents. The ED should anticipate traveling approximately 60 percent of his/her time.

The position reports to the Associate Vice President, University Advancement.

Principal Accountabilities:

Under the direction of the Associate Vice President, University Advancement, the Executive Director will:

- (60%) Effectively cultivate (20%) and solicit (40%) international donors rated \$500,000+ capable of contributing gifts. Individual performance metrics will be established with supervisor.

- (20%) Implement an international gift plan, including activities related to: donor acquisition, identification and growth of prospect pool, tracking and analyzing moves management and gift productivity of \$500,000+ rated prospect pool (University wide), and other goals as set by University Advancement leadership.

- (10%) Work actively with both central and school/unit colleagues to develop and implement unique engagement strategies for leadership gift prospects

- (5%) Conceptualize and implement (through appropriate delegation) specialized events or other activities that help identify and/or engage \$500,000+ rated prospects outside of the United States.

- (5%) Support the Associate Vice President for University Advancement with programs/projects as needed.

Basic Requirements:

The successful candidate shall have a Bachelor's degree, and preferably a Masters degree, and 7+ years of advancement experience. Experience fundraising internationally is strongly preferred.

Skills:

Other attributes needed are: excellent communication and organization skills; the ability to meet deadlines and work with department heads, faculty and staff, committee members, and the enthusiasm to represent the University effectively to alumni and other constituents. Must have working knowledge of Excel, PowerPoint and word processing. Ability to work in a large team-oriented department.