

## Job Opening Report

### Job Opening Summary

<b>Job Opening ID</b>	248330
<b>Job Posting Title</b>	Senior Director of Development Academic Healthcare, URM
<b>Job Code</b>	1208(Dir Development)
<b>Position Number</b>	20100268(Dir Development)
<b>Status</b>	010 Open
<b>Business Unit</b>	UROCH(University of Rochester)
<b>Department</b>	100006(Ofc Sr Vice Pres Advancement
<b>Job Family</b>	AMP(Admin/Managerial Professional)

### Job Information

<b>Created By</b>	271383(Marjorie Pasternak)
<b>Created</b>	09/22/2023
<b>Opening to Fill</b>	L(Limited Number of Openings)
<b>Target Openings</b>	1
<b>Available Openings</b>	1
<b>Establishment ID</b>	
<b>Business Unit</b>	UROCH(University of Rochester)
<b>Company</b>	UR(University of Rochester)
<b>Department</b>	100006(Ofc Sr Vice Pres Advancement
<b>Status Code</b>	010 (010 Open)
<b>Status Reason</b>	Replacement Position
<b>Status Date</b>	10/05/2023
<b>Desired Start Date</b>	
<b>Encumb Date</b>	
<b>Projected Fill Date</b>	
<b>Date Authorized</b>	10/05/2023
<b>Referral Program ID</b>	
<b>Recruitment Type</b>	
<b>Area of Consideration</b>	
<b>Recruitment Contact</b>	

Locations			
Location Code	Location	Target Openings	Primary
UA021	Central Admin-Advancement	0	Yes

Employees Being Replaced	
Employee ID	Name
220390	Kerrie Merz

Positions		
Position Number	Description	Primary
20100268	Dir Development	Yes

Job Codes		
Job Code	Description	Primary
1208	Dir Development	Yes

Job Postings			
Description	Posting Type	Post Date	Remove Date
Internet	External Posting	09/22/2023	10/04/2023
Internet	Internal Posting	09/22/2023	10/04/2023
Internet	External Posting	10/05/2023	
Internet	Internal Posting	10/05/2023	
Apply Online	External Posting	09/22/2023	10/04/2023
Apply Online	Internal Posting	09/22/2023	10/04/2023
Apply Online	External Posting	10/05/2023	
Apply Online	Internal Posting	10/05/2023	

Job Posting Descriptions	
<div> <div>Visible</div> <div>Description Type</div> </div> <div>Internal and External Opening</div>	
<div> <div>Description</div> </div> <div>Full Time 40 hours Grade 058 Ofc Sr Vice Pres Advancement</div>	
<div> <div>Visible</div> <div>Description Type</div> </div> <div>Internal and External Schedule</div>	

<b>Description</b>	8 AM-5 PM; SOME WKND/S/HOLS
<b>Visible Description Type</b>	<p>Internal and External How To Apply</p> <p>All applicants must apply online.</p> <p><b>Description</b></p> <p><i>EOE Minorities/Females/Protected Veterans/Disabled</i></p>
<b>Visible Description Type</b>	<p>Internal and External Responsibilities</p> <p><b>GENERAL PURPOSE:</b></p> <p>The Senior Director of Development reports directly to the Executive Director of Academic Programs. The Senior Director of Advancement takes responsibility for securing substantial commitments from individual prospects, including alumni/ae, friends, and faculty of the School of Medicine and Dentistry (SMD), School of Nursing (SON) and Eastman Institute for Oral Health (EIOH). Gifts from other sources to URM C may overlap from time to time as well. The Senior Director concentrates on soliciting funds at the major and leadership gift level (\$100,000 or more) by working with volunteers and Medical Center leadership.</p> <p><b>Description</b></p> <p>Responsibilities include: leadership, developing cultivation and solicitation strategies for individual prospects based on a strategic plan for major gifts fund raising; creating and implementing fund raising plans for departmental and class reunion projects, as assigned; developing productive working relationships with key volunteers; coordinating effective stewardship for donors/alumni; gaining a thorough knowledge of the goals and strengths of the Medical Center's divisions and expressing these effectively to prospects and volunteers; and developing a sufficient base of planned giving knowledge to sustain the basics of the schools' planned giving programs.</p> <p>Will be expected to travel frequently to the New England and Metro NYC areas, as well as nationally, as required, in support of above activities. The Senior Director will manage two URM C Academic Programs-focused gift officers.</p>

Under the general direction of the Executive Director of Academic Programs, and with broad latitude for independent judgment.

## **RESPONSIBILITIES:**

### **Fundraising**

- Maintains active and regular contact with significant prospects, alumni and donors, and takes personal responsibility for the management and tracking of prospects and stewardship of donors for personal and staff efforts.
- Actively identifies, develops visit plans, cultivates, solicits and stewards key alumni, faculty, and other leadership and major gift prospects (MGPs), with goals outlined in annual performance contract.
- Regional travel as necessary for cultivation and solicitation of major gift prospects. Will work in conjunction with the UR Advancement Offices of Regional Major Gifts, Annual Fund, and Advancement Services to coordinate and track gift solicitations and regional events for school donors and prospects.
- Actively uses OASIS and Evertrue for research and tracking in addition to other personal solicitations and visits. Prepares "call reports" following MGP visits and events.
- Develop and conduct volunteer engagement for leadership prospects through use of various volunteer opportunities outlined by the Medical Center and schools.
- Secure significant GEC/Whipple/Dean's Diamond commitments from faculty, leadership and regional alumni as outlined in annual performance contract.
- Will work in conjunction with leadership, and faculty on fundraising initiatives, and other special projects.
- Represents the University, Medical Center, and schools at events as needed.

### **Management Reunions and Department Support**

- Works with UR Advancement Offices of Alumni Relations, Office of Trusts & Estates and University Advancement, Regional Gifts, and Annual Fund to develop and implement strategies for the identification, cultivation, and solicitation of significant gifts among reunion class members, and alumni. Works closely with UR Advancement Director of

Reunion Giving to make sure reunion goals are being met including solicitation of all top prospects, three-part giving solicitations, and five-year commitments.

- Attends some reunion committee meetings to maintain focus of solicitation of major gifts and 5-year commitments.

### **Management**

- Oversees the two, junior-level gift officers with focus on Academic Programs. This includes joint visits and guidance on donor stewardship and solicitation. Additionally, this role will also oversee the performance reviews.
- Other duties as required Executive Director of Advancement, Associate Vice President, and Senior Associate Vice President for Advancement (URMC).

### **Department Support**

- Works closely with Academic Programs Alumni Relations staff to ensure that reunion programs are highlighting and engaging top prospects and volunteers. Coordinates with the Assistant Director on strategic reunion stewardship.
- Supports fundraising efforts for various departments in the schools that do not have a development officer.

Other duties as assigned

### **QUALIFICATIONS:**

- Bachelor's degree required
- Master's degree preferred

### **Required:**

- The ideal candidate should have a minimum of seven years advancement experience; with a track record of success in individual major gift fundraising, preferably in a medical

setting and experience in cultivating and soliciting prospects capable of gifts of \$50,000 or more.

- Supervisory and management experience preferred.
- Individuals with related experiences will also be considered.
- 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.
- Ability to work in a team environment.
- Commitment to the Meliora spirit of ever better and the University and URMC missions and values

The University of Rochester is committed to fostering, cultivating, and preserving a culture of equity, diversity, and inclusion to advance the University's mission to Learn, Discover, Heal, Create – and Make the World Ever Better. In support of our values and those of our society, the University is committed to not discriminating on the basis of age, color, disability, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation, citizenship status, or any other status protected by law. This commitment extends to the administration of our policies, admissions, employment, access, and recruitment of candidates from underrepresented populations, veterans, and persons with disabilities consistent with these values and government contractor Affirmative Action obligations.

**Visible** Internal and External  
**Description Type** Pay Range

Pay Range: \$75,000 - \$160,800 Annually

**Description** *The referenced pay range represents the minimum and maximum compensation for this job. Individual annual salaries/hourly rates will be set within the job's compensation range, and will be determined by considering factors including, but not limited to, market data, education, experience, qualifications, expertise of the individual, and internal equity considerations.*