

JOB DESCRIPTION

Job Title (30 character limit)	Associate Director, GEC	Job Code	1209
Division/Function	Office of Advancement	Career Level/ Grade Level	56
Reports To	Executive Director, George Eastman Circle	FLSA	Exempt

GENERAL PURPOSE

The General Purpose provides a concise, high level overview of the role, level, and scope of responsibility consisting of 3-4 sentences. It provides a basic understanding of the job and a concise summary of why the job exists and how it makes an impact.

As a member of the Office of Annual Giving Programs, the Associate Director, George Eastman Circle (GEC) will work within a team environment toward the successful implementation of leadership annual giving at the University of Rochester. This position will report to the Executive Director and work across the diverse matrix of schools and units to raise current use funds for the University of Rochester.

JOB DUTIES AND RESPONSIBILITIES

*This section contains a description of the 4-7 separate duties and responsibilities that make up the position. Assign each responsibility a percentage of time (increments of 5% and **no one responsibility greater than 25%**) to total 100%. Select an indicator (Y/N) for essential function and remote work. Job Duties should be listed in order of percentage of time, with highest percentage first. When estimating percentage of time, it can be considered that 10% of a week is 5 hours or 5 weeks in a year.*

Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
<ul style="list-style-type: none"> Through a minimum of 125 face-to-face personal visits per year, virtual visits, telephone conversations, and email correspondence; initiate and/or strengthen relationships with College undergraduate alumni GEC prospects. 	25%	Y	Y
<ul style="list-style-type: none"> Create strategies for and solicit donors capable of contributing gifts of \$1,500 to \$50,000, as well as soliciting lower dollar amount annual fund gifts raising more than \$200,000 in annual fund commitments per fiscal year. 	25%	Y	Y
<ul style="list-style-type: none"> Collaboratively establish donor strategies for key leadership annual giving prospects. Develop relationships with Advancement officers across schools and units (i.e. School of Arts & Sciences, Hajim School, Athletics, etc) to steward GEC members; collaborate with regional officers to coordinate solicitation and engagement strategies for key prospects. 	20%	Y	Y
<ul style="list-style-type: none"> For assigned affinity groups and classes celebrating a Reunion each year or for special class program campaigns; assist with key fundraising goals and strategies to identify, prioritize, and solicit leadership giving prospects. Collaborate with Reunion and Class Programs, and Affinity teams as needed to ensure informative communications and a successful experience for prospect. 	15%	Y	Y

Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
<ul style="list-style-type: none"> Update “funding product knowledge” through regular meetings with school-based colleagues. Attend trainings on UR Advancement fundraising protocols and procedure. Honing of professional solicitation skills through conferences, training, and individual mentoring when possible. 	10	Y	Y
Other Duties as Assigned	5	Y	Y

**Essential functions are those functions that the individual who holds or desires the position must be able to perform with or without a reasonable accommodation. A job function may be deemed essential based upon several factors such as whether: 1. the position exists for performance of the function; 2. the number of employees available who can perform the function and limitations on the ability to reassign it; or 3. the degree of skill or expertise required to perform the function.*

QUALIFICATIONS

This section lists the level of job knowledge (such as education, experience, knowledge, skills and abilities) necessary to do this job and whether it is required or preferred. Required qualifications are the minimum level of qualifications needed to perform this job. Preferred qualifications are "nice to have", but are not essential to the day-to-day functions of the job.

	Description	Required/Preferred
Minimum Education	Bachelor's degree	Required
Experience	5-7 years of relevant experience is required, or a combination of education and experience.	Required
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Superb oral, written, and interpersonal skills required. • Excellent time management and organizational skills. • Ability to manage multiple projects simultaneously, working both independently and within a team. • Strong relationship-building skills, able to interface with alumni, donors, volunteers, leading faculty, administrators and trustees. • Ability to travel regularly and to work occasionally on weekends and evenings. • Ability to work collegially within Advancement and across all University units. • Sound judgment and experience handling confidential information. • Ability to effectively solicit and close gifts. • Strong computer skills including Microsoft Office Word & Excel and Internet research capabilities. • Exceptional ability to think strategically and analytically. • Strong initiative, creativity, and attention to detail. • High energy level, sense of humor, enthusiasm, and flexibility are a must. 	Required
Certification		

JOB SCOPE

*Place an "X" next to the **ONE** statement that applies the majority of the time in each category.*

Critical Thinking	
	Basic level of problem solving ability. Follows policies and procedures where facts are readily available.
	Moderate level of problem solving ability. Gathers and interprets data to solve routine problems that require verification. Some independent judgement required.
X	Independent level of problem solving ability. Resolves semi-complex problems that require independent judgement.
	High level of problem solving ability. Integrates and interprets data from diverse sources to find solutions to very complex problems.
Freedom to Act	
	Work is closely managed and reviewed for accuracy and adequacy. Follows specific, outlined and detailed instructions.
	Work is accomplished with moderate supervision. Follows established and detailed directions. Work is reviewed for accuracy and overall adequacy.
X	Work is accomplished with limited direction. Determines and develops approach to solutions. Work is evaluated upon completion to ensure objectives have been met.
	Work is accomplished without considerable direction. Exercises judgement in selecting methods, techniques, and evaluation criteria in obtaining results. Exerts significant latitude in determining objective of assignment. Takes calculated risks with consultation from an expert.
	Works with minimal direction toward predetermined long-range goals. Acts independently to determine methods and procedures on new or special assignments. Determines and pursues courses of action essential in obtaining desired results. Takes calculated risks.

Supervision of others (including hire/fire)	
X	No supervisory responsibility
	Non-supervisory leader (Example: team leader, coordinator, or mentor)
	Supervisory (two or more fulltime direct reports or equivalent)
Planning	
	Executes goals and objectives established by supervisor or manager.
X	Develops individual goals and sets individual daily priorities and tasks. Goals and objectives are monitored by supervisor or manager.
	Develops and executes goals and objectives for a department or functional group. Recommends and gives input to strategic initiatives.
	Creates business strategies for long-term strategic objectives. Monitors results of initiatives.
Consequence of Error	
	Failure to accomplish results can normally be overcome without significant effect on the organization.
	Failure to achieve results or erroneous judgements may require allocation of additional resources to correct and/or achieve goals.
X	Failure to obtain results or erroneous judgements or recommendations would normally have serious results and may require substantial expenditure of resources to correct and/or achieve goals.
	Erroneous decisions or recommendations would normally result in the inability to reach crucial organizational objectives and may have prolonged effect, as well as the expenditure of substantial resources.
	Erroneous decisions or recommendations would normally result in failure to reach goals crucial to significant organizational objectives and would profoundly affect the image of the organization.
Financial Responsibility (Please check all that apply)	
X	Signing responsibility
	Manage pre-determined budget
	Independent judgement and responsibility to develop employer or departmental budget
	Responsible for revenue generating processes less than or equal to \$1M
	Responsible for revenue generating processes \$1M to \$5M
	Responsible for revenue generating processes greater than \$5M
	Independent judgement and authority to commit the employer in matters of significant financial impact

PHYSICAL/SENSORY REQUIREMENTS AND WORKING ENVIRONMENT		
<i>Indicate the physical/sensory requirement for each activity. Also indicate weight requirements where applicable</i>		
Activity	Rarely, Occasionally, Frequently, Continuously or N/A**	Weight***
Stationary Standing	F	
Sitting	F	
Walking	O	
Crawling	R	
Balancing	R	
Lifting/Carrying	R	
Pushing/Pulling	R	
Bending	R	
Squatting	R	
Kneeling	R	
Twisting/Turning	R	
Climb	R	
Stoop	R	

Overhead Reaching	R	
Typing/Keyboarding	F	
Driving (car/equipment)	O	
Critical Thinking/Organization	F	
Talking on Phone	O	
Talking in Person	F	
Hearing in Person	F	

****Key to frequency codes:**

R = Rarely (less than 0.5 hours per day)

C = Continually (5.6 - 8.0 hours per day)

O = Occasionally (0.6 - 2.5 hours per day)

N/A = Not Applicable

F = Frequently (2.6 - 5.5 hours per day)

***Weight: Up to 10lbs; Up to 20lbs; Up 35lbs; Up to 50lbs; Greater than 50lbs

Hazard Assessment

Please enter a "Y" next to any hazard that this job is subjected to in a **normal** workday

Hazard Present (Y/N)	Hazard Type	Hazard Description
N	Chemical	<p>Toxic: A chemical that exposes a person by absorption through the skin, inhalation, or through the blood stream that causes illness, disease, or death. The amount of chemical exposure is critical in determining hazardous effects. 1910.1000 for chemical hazard information.</p> <p>Flammable: A chemical that, when exposed to a heat ignition source, results in combustion. Typically, the lower a chemical's flash point and boiling point, the more flammable the chemical. Check MSDS for flammability information</p> <p>Corrosive: A chemical that, when it comes into contact with skin, metal, or other materials, damages the materials. Acids and bases are examples of corrosives.</p>
N	Explosion	<p>Chemical Reaction: Self-explanatory</p> <p>Over Pressurization: Sudden and violent release of a large amount of gas/energy due to a significant pressure difference such as rupture in a boiler or compressed gas cylinder.</p>
N	Electrical	<p>Shock/Short Circuit: Contact with exposed conductors or a device that is incorrectly or inadvertently grounded, such as when a metal ladder comes into contact with power lines. 60Hz alternating current (common house current) is very dangerous because it can stop the heart.</p> <p>Fire: Use of electrical power that results in electrical overheating or arcing to the point of combustion or ignition of flammables, or electrical component damage.</p> <p>Static/ESD: The moving or rubbing of wool, nylon, other synthetic fibers, and even flowing liquids can generate static electricity. This creates an excess or deficiency of electrons on the surface of material that discharges (spark) to the ground resulting in the ignition of flammables or damage to electronics or the body's nervous system.</p> <p>Loss of Power: Critical equipment failure as a result of loss of power.</p>
Y	Ergonomics	<p>Strain: Damage of tissue due to overexertion (sprains and strains) or repetitive motion.</p> <p>Human Error: A system design, procedure, or equipment that is error-provocative. (A switch goes up to turn something off).</p>
N	Excavation (Collapse)	Soil collapse in a trench or excavation as a result of improper or inadequate shoring. Soil type is critical in determining the hazard likelihood.
Y	Fall (Slip, Trip)	Conditions that result in falls (impacts) from height or traditional walking surfaces (such as slippery floors, poor housekeeping, uneven walking surfaces, exposed ledges, etc.)
N	Fire/Heat	Temperatures that can cause burns to the skin or damage to other organs. Fires require heat source, fuel, and oxygen
N	Mechanical/Vibration (Chaffing/Fatigue)	Vibration that can cause damage to nerve endings or material fatigue that results in a safety-critical failure. (Examples are abraded slings and ropes, weakened hoses and belts.)

N	Mechanical Failure	Self-explanatory; typically occurs when devices exceed designed capacity or are inadequately maintained.
N	Mechanical	Skin, muscle, or body part exposed to crushing, caught-between, cutting, tearing, shearing items or equipment.
N	Noise	Noise levels (>85 dBA 8 hr TWA) that result in hearing damage or inability to communicate safety-critical information
N	Radiation	Ionizing: Alpha, Beta, Gamma, neutral particles, and X-rays that cause injury (tissue damage) by ionization of cellular components. Non-ionizing: Ultraviolet, visible light, infrared, and microwaves that cause injury to tissue by thermal or photochemical means.
N	Struck by (Mass Acceleration)	Accelerated mass that strikes the body causing injury or death. (Examples are falling objects and projectiles.)
N	Struck Against	Injury to a body part as a result of coming into contact of a surface in which action was initiated by the person. (An example is when a screwdriver slips.)
N	Temperature Extreme (Heat/Cold)	Temperatures that result in heat stress, exhaustion, or metabolic slow down such as hypothermia.
N	Visibility	Lack of lighting or obstructed vision that results in an error or other hazard.
N	Weather	Phenomena (Snow/Rain/ Wind/Ice) Self-explanatory.

Approvals

HR Business Partner:

Compensation Analyst:

Approver:

Signature

Date

