



*“REAL WORLD” OPPORTUNITIES*  
**UNIVERSITY OF ROCHESTER**

*Respect and Diversity are embraced at the University  
The University of Rochester is an Equal Opportunity Employer*

**Job Title: Leadership Gift Officer (Dir Development) Ref# 151903**

**Start Date: IMMEDIATE Schedule: 8AM-5PM; OCCAS WKENDS**

**GENERAL PURPOSE:**

Working in a dynamic team-oriented environment, the Leadership Gift Officer will help the Leadership Gifts team, and broader Office of Advancement, in orchestrating and implementing complex and highly-targeted identification, cultivation, discover, solicitation and stewardship activity across the University for this specialized segment of the University donor prospect pool. The candidate is responsible for the identification, cultivation and solicitation of new prospects nationally and potentially internationally. Travel is required. Leadership Gift Officers are expected to work collegially with the School/Unit Leadership Gift Officers. They will carry a Prospect Team Coordinator portfolio of approximately 50-75 qualified prospects and make a minimum of 75 face-to-face visits per year. The successful candidate for this position will have a working understanding of the "Moves Management System." The position reports to the Executive Director of Leadership Gifts and will have shared support staff reporting with him/her.

**BRIEF DESCRIPTION OF DUTIES:**

With broad latitude for independent judgment, and in coordination with the Leadership Gifts Officer: Effectively manage a leadership gift prospect solicitation pipeline. Initiate and/or strengthen relationships with leadership gift prospects; create strategies for and solicit/support solicitation of donors capable of contributing gifts of \$1 million to \$4,999,999. Initial work will likely involve a high number of identification and qualification visits.

As a senior member of the advancement team manage a portfolio of leading prospects including the design and implementation of individualized strategies for identification, qualification, engagement and solicitation, provide critical support of the stewardship/solicitation of central and unit-based major gift officers, participate with the Trust and Estates team in follow-up on appropriate leads at \$1M+ generated by aggressive broad-based and targeted marketing efforts. Engage in University Rochester life, professional education and wider Advancement functions. Other duties as required by the Senior Vice President for University Advancement, the Senior Associate Vice President for University Advancement and/or the Executive Director of Leadership Gifts

**REQUIRED QUALIFICATIONS:**

Ten years experience in a sophisticated Advancement environment that includes significant successful experience in preparing and soliciting major six and seven figure gifts. Basic working knowledge of planned giving methods, respective ramifications to the donors from a tax perspective and ability to clearly and simply communicate same. Sophisticated understanding of moves management and annual, major, leadership, principal gifts and unit-based fundraising in a donor centric environment. Working knowledge of principles and



Qualified candidates are to specify the job reference number, job title and location where posting was detected in the subject line of the cover letter. Please email your credentials (cover letter and résumé) in the preferred format—the file should be MS Word 2003 compatible. Email credentials to [judie.myers-gell@rochester.edu](mailto:judie.myers-gell@rochester.edu). To search for openings at the University of Rochester, visit online at [www.rochester.edu/jobopp](http://www.rochester.edu/jobopp) or <http://www.rochester.edu/diversity/staff/jobpostings.html>. Also, you may view our Benefit package at [www.rochester.edu/working/benefits](http://www.rochester.edu/working/benefits).

practices of university advancement in a large shop preferred. Desire to work as part of a team in an organization that is evolving at a rapid pace. Bachelor's degree is required and advanced degree preferred.

**SKILLS AND ABILITIES:**

Able to see and understand the objectives of the Advancement program and all other divisions of the University Advancement Office, and to integrate their goals with those objectives

Able to work closely with a highly motivated Advancement staff

Ability to initiate, analyze, monitor, evaluate and advance strategic advancement plans

Ability to communicate effectively, both orally and in writing

Understanding and appreciation for a team-oriented management style

Ability to patiently multi-task in high-pressure settings

Flexibility to adapt to change

Diplomacy

Excellent writing skills



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