The Associate Director reports to the Executive Director of Development, URMC Clinical Programs, and is responsible primarily for identifying, cultivating, soliciting and stewarding major gifts ($50K+), as well as leadership and annual gifts as appropriate to support the URMC Flaum Eye Institute and potentially other medical areas, such as Urology and the Center for Community Health Practices. This officer will also have the potential to support other needs, initiatives and priorities of the URMC. They will have a focus on grateful patients, community donors and those focused on research. The Associate 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 100-125 major gift prospects and will make a minimum of 125-150 face-to-face visits per year.

This position could require national travel.

**Specific Responsibilities**

80% **Donor Cultivation and Portfolio Management**

In conjunction with the Executive Director, and appropriate Advancement colleagues, the Associate Director develops and implements strategies to identify, cultivate and solicit major gifts and George Eastman Circle gifts. Responsibilities include but are not limited to:

- Travels regionally, and, if needed, nationally, on behalf of the URMC to qualify, cultivate, solicit, and steward donors and prospects. (30%)
- Maintains regular contact with prospects and donors through visits, correspondence, and personal calls, and manages and tracks activity related to donor activity. (30%)
- Builds relationships and works closely with doctors, faculty, staff and volunteers to identify, cultivate, and solicit prospects. (10%)
- Identifies volunteer roles for donors and prospects and works with volunteers to identify new prospects. (10%)

10% **Maintains proposals and markets gift opportunities for use in donor solicitations.**

5% **Actively uses OASIS.** Prepares contact reports following visits and events. Maintains and develops pipeline. Prepares progress reports toward operational plan objectives.

5% **Other Duties as Assigned**

Due to the fluid nature of Medical Center 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 URMC advancement and alumni relations staff to ensure successful completion.

**Requirements**

Bachelor’s degree and a minimum of 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 $50,000 or more.

Other attributes needed are the ability to: plan, implement, and analyze alumni solicitations; work effectively with alumni, faculty, leadership, 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 Associate Director must be flexible and have the ability to maintain a high energy level. Excellent interpersonal communication-verbal, written and organizational skills are required.