

Assistant Director, URM C Academic Programs
University of Rochester Medical Center
Grade 55

The Assistant Director reports to the Director of Development, Academic Programs and is responsible primarily for identifying, cultivating, soliciting and stewarding gifts of up to \$50K and George Eastman Circle gifts as appropriate to support the URM C fundraising efforts. This officer will support the broad-based needs, initiatives and priorities of the URM C. They will have a focus on the graduates of the School of Medicine and Dentistry (SMD), School of Nursing (SON) and Eastman Institute for Oral Health (EIOH). The Assistant 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 150 prospects, to include Leadership Annual Giving/GEC and Major Gifts, and will make a minimum of 175 face-to-face visits per year.

This role will include heavy travel in the mid-Atlantic and southeast.

Specific Responsibilities

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| 90% | Leadership Annual Giving and Major Gift Fundraising
In conjunction with the Director of Development, Academic Programs, and appropriate Advancement colleagues, the Assistant Director develops and implements strategies to identify, cultivate and solicit major gifts and George Eastman Circle gifts. Responsibilities include but are not limited to: <ul style="list-style-type: none">• Travels regionally on behalf of the schools to qualify, cultivate, solicit, and steward donors and prospects. (55%)• Maintains regular contact with prospects and donors through other measures, such as: correspondence, and personal calls, and manages and tracks activity related to donor activity. (10%)• Builds relationships and works closely with faculty, staff and alumni volunteers to identify, cultivate, and solicit prospects. (5%)• Identifies volunteer roles for donors and prospects and works with volunteers to identify new prospects. (10%)• Maintains proposals and markets gift opportunities for use in donor solicitations. (5%)• Actively uses OASIS and Evertrue. Prepares contact reports following visits and events. Maintains and develops pipeline. Prepares progress reports toward operational plan objectives. (5%) |
| 10% | 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 URM C advancement and alumni relations staff to ensure successful completion. |

Requirements

Bachelor's degree and a minimum of four 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 \$25,000 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 Assistant Director must be flexible and have the ability to

maintain a high energy level. Excellent interpersonal communication-verbal, written and organizational skills are required.