

THE UNIVERSITY OF ROCHESTER
JOB DESCRIPTION
PG 58

Director of Advancement, Simon Business School

GENERAL PURPOSE:

Reporting to the Executive Director of Alumni and Advancement, the director of advancement will develop and manage a portfolio of major gift prospects. This person will develop sufficient knowledge of Simon to effectively represent it on the road and to provide guidance and assistance to University officers representing Simon.

Working independently, the director of advancement will focus primarily on prospects in select key cities and insure that an appropriate sized prospect pool is being qualified, cultivated and solicited while working with regional staff to do the same inside their Simon portfolios. Furthermore, this gift officer will assist the Executive Director in managing development projects within assigned areas of responsibility, including events in designated geographic regions. When appropriate, the director will be asked to serve as Simon's representative on one or more University Advancement committees. In addition, the director will manage an assistant director of advancement.

Ability to work self-sufficiently in a fast-paced environment is crucial, as is understanding of prioritization and time management. This position requires an individual who excels at cultivating and soliciting in an organized fashion, as well as prioritizing based on campaign timetables, competing priorities and return on investment.

SPECIFIC RESPONSIBILTIES:

70% Maintain a portfolio of major gift prospects and oversee Simon activities in a set of regions, working in especially close collaboration with the regional major gift officers in those areas. Conceptualize volunteer and donor engagement strategies in coordination with the Simon Business School and existing activities.

- 15% Provide leadership and guidance to the Assistant Director of Advancement. Conducts weekly/monthly employee meetings to review deliverables and addresses workflow. Prepare and deliver performance evaluations for direct reports.
- 10% Execute internal and external prospect moves to advance Simon major gifts prospects managed by others within assigned areas, regions and programs.
- 5% Assist the Executive Director in managing special development projects and events including campaign planning, functions, and volunteer management. Advise Executive Director on strategy and tactics for management of Simon development activities in assigned areas of responsibility.

REQUIREMENTS:

Bachelor's Degree required, Master's degree preferred.

At least seven years of development experience including experience soliciting major or high-level annual gifts. Previous management experience preferred.

Evidence of ability to work effectively with faculty and senior-level prospects and donors.

Strong skills in written and oral communication, demonstrated ability to communicate campaign priorities and funding opportunities in writing.

Strong collaborative skills.

Sufficiently well-organized to deal effectively with donor stewardship issues and "moves" to advance donors according to a plan.

Highly motivated and independent working style.

Flexibility – given the changing demands of executing a comprehensive capital campaign, responsibilities within this position may change