

**EXECUTIVE DIRECTOR FOR ADVANCEMENT
CLINICAL AND RESEARCH PROGRAMS**

University of Rochester Medical Center Advancement
Grade 58

General Purpose:

The Executive Director for Advancement for URM Clinical and Research Programs is responsible for planning and executing a comprehensive development program supporting all clinical departments, divisions and centers within URM as well as priority research centers and institutes, including the Del Monte Institute for Neuroscience. Reporting to the Senior Associate Vice President for Medical Center Advancement, the Executive Director will lead a high-performing team of gift officers to garner a minimum of \$25M annually in philanthropic support. The Executive Director will work closely with department chairs, division chiefs, and center/institute directors to identify and articulate philanthropic priorities. He/she will work in close coordination with both URM and central units to optimize grateful patient giving, stewardship, planned giving, principal gifts, and corporate and foundation relations.

The Executive Director will carry a portfolio of roughly 75 Major Gift prospects and will serve as a mentor and coach to other members of his/her team. Significant local and some national travel is required.

Specific Responsibilities:

(45%) Major Gift Fundraising

With latitude for independent judgment, actively works with grateful patients, families, and friends who have a connection to URM clinical programs. Responsibilities include but are not limited to:

- Working closely with Department Chairs, Division Chiefs, and Center/Institute Directors to identify fundraising priorities and articulate compelling cases for support;
- Managing an active portfolio of 75 major gift (\$100,000+) prospects, maintaining a high level of visits and solicitations, and closing gifts as outlined in annual performance metrics contract;
- Creatively utilizing a variety of approaches to engage prospects, strengthen their relationship to the institution, build lasting relationships built on trust, promote three-part giving, and document donor history;
- Maintaining regular contact with prospects and donors through personal visits, letters and phone calls; identifying donors with volunteer leadership potential;
- Tapping internal resources to develop and execute planned giving and annual giving strategies for clinical prospects and donors;
- Actively participating in the Philanthropy Champions program as an Advancement Partner, helping to educate and engage clinical partners in providing referrals of prospective donors;
- Actively using the OASIS system for research, reports, and mailing lists; preparing call reports following visits and events; utilizing the MAS system for prospecting work.

(30%) Leadership and Management

- The Executive Director will provide leadership and vision to optimize philanthropic support for clinical programs and research institutes. He/she will develop comprehensive annual operating plans for his/her unit, setting clear goals for the team, and aligning unit goals with URM Advancement goals;

- The Executive Director will serve as a “player-coach”, modeling best-practices in grateful patient fundraising, mentoring more junior team members, and building capacity in clinical fundraising;
- The Executive Director will create a climate for results by setting the pace and driving and measuring the team’s activity with metrics;
- The Executive Director will ensure the Clinical and Research Programs team functions as a full partner with University and URMCA Advancement, leveraging resources and support to maximize fundraising and engagement opportunities, and building connectivity across the organization;
- The Executive Director will supervise the Clinical and Research Programs team and work in conjunction with the Senior AVP and the UR Advancement Talent Management Office to recruit, hire, and train staff. He/she will be responsible for developing individual performance goals, conducting performance reviews, and addressing any performance issues that may arise.

(15%) Strategic Volunteer Engagement and Advisory Board/Council Management

- The Executive Director will lead efforts with Clinical and Research Programs staff to strategically develop volunteer councils in support of key initiatives, including neuroscience and cardiovascular. He/she will review of existing volunteer groups and implement management strategies to ensure they are functioning in the most optimal way. He/she will help to develop and implement personalized engagement plans for each volunteer;
- The Executive Director will work closely with Clinical and Research Programs staff to develop meaningful content and agendas for volunteer board meetings; prepare Advancement presentations; and identify and recruit new volunteer members.

(10%) Other Duties

- The Executive Director performs other duties and manages special projects as assigned by the Senior AVP for Medical Center Advancement.

Basic Requirements:

The incumbent must have a Bachelor’s degree and should have at least 11 years of advancement experience with at least 5+ years of successful major gift work. A Master’s degree is preferred, as is development experience in a medical setting. The position requires proven managerial and business skills, highly developed communication skills (written and verbal), political savviness, a high energy level, and a talent to motivate and inspire others. The ability to handle highly confidential information is essential as is a management orientation focused on achieving ambitious goals. Intellectual curiosity and the desire to work as part of a team in a fast paced and dynamic environment are key. A positive attitude and commitment to a donor-centric fundraising approach are highly valued traits.