

EXECUTIVE DIRECTOR OF ADVANCEMENT

Wilmot Cancer Institute

University of Rochester Medical Center

Pay Grade 58

Position Description

Overview:

Reporting to the Senior Associate Vice President for Advancement for the University of Rochester Medical Center, the Executive Director of Advancement for the Wilmot Cancer Institute is responsible for planning and implementing a comprehensive fundraising and relationship-building program for the Wilmot Cancer Institute. He/she will lead a high performing team focused on securing a minimum of \$7M annually in philanthropic support for strategic capital, program, and endowment priorities as identified by the Director of the Wilmot Cancer Institute. The Executive Director will work closely with Wilmot Cancer Institute leadership to identify and articulate philanthropic opportunities and will work to optimize grateful patient and community giving, planned giving, and stewardship activities.

The Executive Director will have a portfolio of approximately 75 high end major gift prospects and will serve as a role model through his/her activity level. Significant local and some national travel is required to engage prospective and current donors.

The Executive Director will serve as the main communication liaison with Cancer Institute leadership, physicians and volunteers, including the Wilmot Cancer Institute Advisory Board, effectively articulating and advancing the vision of the Wilmot Cancer Institute to both internal and external constituents. He/she will be responsible for working with the Board president to effectively guide board activities.

Specific Responsibilities

Under general direction from the Senior Associate Vice President, and with broad latitude for independent action, the Executive Director will focus on:

(50%) Major Gift Fundraising

- Work closely with Wilmot Cancer Institute leadership to identify fundraising priorities and articulate compelling cases for support;
- Identify, qualify, cultivate, solicit and steward a portfolio of 75 prospective donors capable of \$100,000+ gifts. Close gifts as outlined in annual performance metrics contract;
- Effectively utilize Cancer Institute/Medical Center leadership, faculty and key volunteers to advance relationships with major gift prospects;
- Tap internal Advancement resources to develop and execute planned giving, principal gifts, and annual fund strategies for Wilmot Cancer Institute prospects and donors.

Maintain frequent and open internal communication across all areas of Advancement to enhance collaboration.

(30%) Leadership and Management

- Provide leadership and vision to optimize philanthropic support for Wilmot Cancer Institute priorities. Develop comprehensive annual operation plans for his/her unit, setting clear goals for the team, and aligning unit goals with URMC Advancement goals;
- Provide regular oversight and guidance as needed for unit's program prospect management, major gift activity, and programmatic activities, including community fundraising events;
- Model best-practice fundraising skills and mentor staff members;
- Recruit, train, manage and motivate the Wilmot Cancer Institute advancement team. Develop individual performance goals, conduct performance reviews, and address any performance issues that may arise.

(15%) Advisory Board Management/Volunteer Engagement

- Actively manage working relationships with members of the Wilmot Cancer Institute Advisory Board and other volunteers. Serve as lead fundraiser in securing philanthropic support from board members; effectively engage board members and other volunteers as partners in raising funds from the broader Rochester area community.
- Implement best practices in volunteer management to ensure a highly engaged Advisory Board.
- Work closely with the Wilmot Cancer Institute and its Advisory Board leadership to develop meeting goals, agendas, and presentations. Optimize the volunteer experience.

(5%) Other Duties

- Perform other duties as assigned by the Senior Associate Vice President for Medical Center Advancement and participate in Advancement-wide projects and programs.

Basic Requirements

The incumbent must have a Bachelor's degree and should have at least 8-10 years of advancement experience, with at least 5+ years of successful major gift work. A Master's degree is preferred, as is experience in a medical setting. The position requires proven

managerial skills; highly developed communication skills, including an ability to comprehend and discuss medical research; political savviness; a high energy level; and a commitment to the mission of the Wilmot Cancer Institute. Intellectual curiosity and the desire to work as part of a team in a goal-oriented and dynamic environment are key. A positive attitude and commitment to a donor-centric fundraising approach are highly valued traits.