

Position Description

Associate Director of Advancement URMC Clinical & Research Programs

Grade 56

General Purpose

The successful candidate will be responsible for identifying, cultivating, soliciting, and stewarding gifts in support of the mission of the University of Rochester Medical Center. The Associate Director will report to the Executive Director of Advancement, URMC Clinical & Research Programs. The primary prospect pool for this position will consist of patients and families who have received care at URMC, community members, faculty and staff. The Associate Director will work both independently and in concert with University of Rochester Advancement colleagues, Medical Center leadership, faculty, and staff, and URMC volunteers in order to support the key philanthropic priorities for Clinical & Research programs. This position will have a strong emphasis on URMC donor pipeline development, with significant opportunity to strategize about cultivation, solicitation, and stewardship of gifts with advancement team members.

In conjunction with the Executive Director and appropriate University Advancement colleagues, the successful candidate will qualify and develop a portfolio of URMC potential donors. Participation in URMC gifts will be a component of the position as needed. The Associate Director will work with advancement leadership to assess appropriate metrics for prospect visits, gift conversations, target fundraising goals, and other appropriate measures of gift officer performance. Emphasis will be placed on major gift prospect identification, qualification, and solicitation, as well as leadership annual giving support. Progress toward goals will be evaluated in an ongoing manner.

Specific Responsibilities

With broad latitude for independent judgment, and in coordination with the Executive Director and URMC Advancement team, the Associate Director will:

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| 80% | Develop a prospect portfolio of 75-100 major gift prospects, with an expectation of 150 personal visits annually. Detailed expectations for donor and potential donor interactions are highlighted below, with the goal of securing philanthropic support to the University of Rochester Medical Center: <ul style="list-style-type: none">• Implement prospect identification & qualification strategies (25%)• Develop and execute individualized cultivation plans (25%)• Solicit potential benefactors for major gifts (\$100,00 or more) & leadership annual gifts (\$10,000 or more) (15%)• Generate and deliver customized stewardship plans and impact reports for URMC donors (15%) |
| 10% | Actively collaborates with University of Rochester and URMC advancement colleagues, URMC faculty and staff leaders to identify engagement opportunities and appropriate philanthropic strategies for potential donors |
| 10% | Other duties as assigned by the Executive Director |

Basic Requirements

The Associate Director will have a Bachelor's degree and at least five years of fundraising experience, or an equivalent combination of education and experience. Preference will be given to candidates with major gift fundraising experience, and in particular to those with experience working in an academic medical setting.

Skills

Other critical attributes for success include the ability to:

- Demonstrate a passion for and commitment to the mission of the University of Rochester Medical Center
- Model the values of the University of Rochester and its Medical Center, including a commitment to integrity, an inclusive and team-based approach to our work, and an emphasis on service excellence
- Communicate effectively in both oral and written form, with an emphasis on critical listening skills
- Plan, implement, and analyze a prospect qualification strategy
- Collaborate with a wide variety of constituents, including patients and families, University and URMC faculty and staff leaders, key volunteers, potential donors, and advancement colleagues
- Demonstrate empathy and discretion when working with sensitive situations, including interactions where patient experiences are shared
- Exhibit a positive attitude and strong sense of personal responsibility and work ethic
- Work with a large team and in a complex professional environment
- Travel throughout the Rochester region, and participate in some evening and weekend work-related events and activities, when needed
- Demonstrate a proficiency in or ability to learn Windows-based fundraising and other work-related software applications