

DEVELOPMENT ASSOCIATE
UR MEDICINE HOME CARE
University of Rochester Medical Center Advancement
Grade 52

Position Description

The Development Associate reports to the Director of the Foundation for UR Medicine Home Care (URMHC) and is providing administrative support and program management to further the mission of UR Medicine Home Care Foundation, and to support the URMHC Clinical, Research, & Hospital Programs Advancement team. The position supports the fundraising activities of URMHC clients, family, friends and staff, along with the overall team as time allows. The Development Associate will bring the following qualities to his/her role:

- Applicable communication skills- both written and verbal
- Proven program management talent with the ability to be both strategic in thinking as well as detail oriented
- Bring energy, enthusiasm and strategy to his/her daily activities- while demonstrating professionalism, flexibility and good humor
- Provide exceptional service to all and be committed to excellence in everything he/she does
- Focus on his/her goals, work with supporters and volunteers, overcome obstacles, and see things through to completion
- Be donor centric by listening to constituent interests and motivations, understanding values, providing personalized attention, and providing extraordinary stewardship
- Find many different avenues to engage the prospect or donor, create relationships to the institution, and build lasting relationships based on trust
- Motivate others to act, include others (academic leaders, development colleagues and volunteers) in their success, and contribute to a team environment
- Ability to work well within the multiple cultures of the University of Rochester, University of Rochester Medical Center, and UR Medicine Home Care with proven skills in collaboration

Specific Responsibilities

With latitude for independent judgment, actively works with the Director to engage community members and other supporters of URMHC. Responsibilities include but are not limited to:

(40%) Program Management:

- (15%) Works closely with Advancement Event Planning Staff in the planning and execution of special events including the URM Home Care Golf Open, FLVNS Winemaker's Dinner, Salons and other URMHC events as assigned. Responsibilities include coordination of mailing lists, management of event timelines and maintenance of registration lists.
- (10%) Works with the Director to manage volunteer committees and communication to those committees, including scheduling and note taking.
- (5%) Works directly with the URMHC Marketing & PR department to ensure

timely publicity for events as well as sponsor recognition. Coordinates with 3rd party event groups benefiting URMHC to ensure proper use of branding, messaging, etc.

- (5%) Responsible for the development, implementation and evaluation of the URMHC employee fundraising program, the ICARE Fund. Works with Director and key URMHC department staff to set participation goals, determine messaging, and roll out of the campaign each fall to all URMHC staff. Works with Gift & Donor Services and URMHC payroll staff to ensure proper booking of pledges. Manages ICARE stewardship, acknowledgement process and donor reporting.
- (5%) Assists in the management of day-to-day Foundation operations under the Foundation Director. This will include basic administrative tasks as well as larger projects as assigned.

(15%) Annual Fund Management: Under the direction of the Foundation Director, coordinates large mailings with the Annual Fund office for URMHC as well as assist in the development and production of URMHC newsletter, "Vital Lines 2.0".

(15%) Grant Management: Assists the Foundation Director in the coordination and execution of the solicitation of grants from local and national foundations. Collaborates with key URMHC staff to outline programmatic goals and compile necessary information. Researches foundations and grant opportunities with funding priorities aligned with the needs of URMHC programs. Tracks grant activity.

(5%) Fundraising: Assist in the solicitation of sponsors for all fundraising events and other projects as assigned. Coordinates solicitation mailings and tracks responses for acknowledgement

(15%) Stewardship: Works closely with URMHC Advancement support staff on weekly acknowledgment of all gifts. Reviews list of donors on acknowledgement reports and modifies acknowledgement messaging for high-level and "special" donors as appropriate. Works closely with University Advancement Services to ensure accuracy of donor records and gift history. Assists Director with foundation grant stewardship through the preparation of financial and outcome data for interim and final reports

(10%) Project Management: Works closely with URMHC Clinical, Research, & Hospital Programs Advancement team members to manage projects related to prospect development and donor identification, including through grateful patient and family engagement efforts utilizing the Medical Advancement System (MAS), prospect and donor communications, and other strategic program initiatives, including process improvement and benchmarking.

Basic Requirements

Development Associate must have an Associate's degree or job related like training and preferred 3-5 years of development or alumni relations experience at a university or college, or a combination of education and experience. The Candidate must demonstrate strong computer skills, being proficient in *Word, Excel and Power Point*. Regular travel between UR Medicine Home Care's main office and the Alumni Center 2-3 days per week. Candidates with transferable skills will be considered.

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