



## REGIONAL DIRECTOR

### OFFICE OF REGIONAL ADVANCEMENT

Grade 58

#### Overview:

Charged with dramatically increasing both the quality and size of the University of Rochester's prospect pool, the Office of Regional Advancement will play a key role in the overall growth of private philanthropy at the University. Regional Directors will be based in Rochester and deployed geographically. This particular Regional Director will be responsible for territories within the **Greater NYC Area**, which is considered a top performing region. They will both originate prospect/donor activity and coordinate all Advancement work in their assigned regions. Extensive travel is required. Regional Directors will need to work collegially with the School/Unit Gift Officers. They will carry a portfolio of approximately 125-150 qualified prospects. Regional Directors will need to think creatively on how to leverage various forms of communication, as well as, maximize multiple forms of technology to reach prospective donors. Annual performance metrics will be set in collaboration with the Executive Director of Regional Advancement.

The Regional Directors are expected to be full and active members of the Regional Advancement team and of the broader University Advancement team, participating in strategy and planning, and contributing their ideas and counsel particularly as they relate to their assigned regions.

The position reports to the Senior Director of Regional Advancement and will have a designated staff person supporting him or her.

#### Principal Accountabilities:

With broad latitude for independent judgment, and in coordination with the Management Team of Regional Advancement, the Regional Director will:

- 70% Effectively manage a major prospect solicitation pipeline. Initiate and/or strengthen relationships with major gift prospects; create strategies for and solicit donors capable of contributing gifts of \$100,000 or more. Initial work will likely involve a high number of identification and qualification visits.
- 10% Develop and continuously update the strategic plan for assigned region, with the goal of dramatically increasing the size and quality of the prospect pool; plan will include coordinating activity with other central units (principal and leadership gifts, annual fund, alumni relations, admissions) as well as school/community based programs.

- 10%      Either individually or in cooperation with support staff, continuously update the prospect management database with information related to donor strategies, contacts and results.
  
- 5%      Continuing training and professional development including regular meetings with unit-based colleagues, faculty and staff to update “product knowledge,” training on University Advancement protocols and procedures; technical training on Advancement’s prospect management system; honing of professional skills through seminars, conferences, training and individual mentoring.
  
- 5%      Other duties as required by his/her supervisor, the Executive Director of Regional Advancement or Associate Vice President of University Advancement.

**Qualifications:**

- Bachelor’s degree strongly preferred and a minimum of 7 years of development experience at a university or college, or an equivalent combination of education and experience.
- A track record of success in individual gift fundraising, preferably in higher education, and experience in cultivating and soliciting prospects capable of gifts of \$100,000 or more.

**Skills and Abilities:**

- Excellent time/territory management skills. Preference for individuals who have worked in a regionally assigned development office and have experience with, and a passion for, working “on the road.”
- Broad knowledge of the principles of fundraising – able to participate in all aspects of the gift cycle: (1) to initiate contacts with potential donors; (2) to develop appropriate cultivation strategies for them, including working with volunteers and senior University administrators; (3) to move potential donors in an appropriate and timely fashion toward solicitation and closure; (4) to make solicitations when appropriate; (5) to maintain stewardship contacts with donors.
- General information on tax laws that impact charitable giving, personal assets and estates.
- Superb oral, written and interpersonal skills required.
- Excellent time management and organizational skills.
- Solid relationship-building skills, able to interface with alumni, donors, volunteers, leading faculty, administrators and trustees.
- Ability to work collegially within Advancement and across all University units.
- In consultation with his/her supervisor, make one or two multi-day trips per month sufficient to meet the goal of at least 175 face-to-face visits per year.

**Other:**

- Mission-aligned with the goals and objectives of the University of Rochester
- Guided by the highest integrity
- Must be able to balance production while maintaining the established values of UR Advancement Program
- Goal-driven as evidenced by persistence and competitiveness
- Must value diversity of individuals, experiences and perspectives

- Must thrive in a team-based environment where collaboration drives success
- Ability to maintain high level of productivity while remaining attentive to details
- Competency with MS office suite (Word/Excel/Powerpoint)
- Must be comfortable engaging with different experiences/perspectives of donor-clients and internal constituencies
- Ability to be a merchant of enthusiasm of both causes and cases
- Ability to have fun while working in an environment of intelligent, highly motivated people
- Ability to meet performance objectives while managing many non-performance related obligations
- Desire to bring about change in the world

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