

JOB DESCRIPTION

Job Title (30 character limit)	Assistant Director, Neuromedicine	Job Code	1210
Division/Function	URMC Clinical Programs/Neurology- Neuroscience	Career Level/ Grade Level	055
Reports To	Director of Advancement, Neuromedicine	FLSA	Exempt

GENERAL PURPOSE

The General Purpose provides a concise, high level overview of the role, level, and scope of responsibility consisting of 3-4 sentences. It provides a basic understanding of the job and a concise summary of why the job exists and how it makes an impact.

The Assistant Director reports to the Senior Director of Advancement, URMC, and is responsible primarily for identifying, cultivating, soliciting and stewarding gifts of up to \$100K and leadership annual fund (George Eastman Circle) gifts as appropriate to support fundraising efforts in the Department of Neurology, the Del Monte Institute for Neuroscience, and other URMC priorities as assigned. This officer will support the broad-based needs, initiatives and priorities of URMC. They will have a focus on engaging grateful patients and families, and other interested donors and prospective donors in the community. The Assistant Director will work both independently and in concert with University and Medical Center Advancement colleagues, Medical Center leadership, faculty, staff, and volunteers to strategize, solicit, and steward gifts from alumni and other donors. They will carry a portfolio of approximately 100 prospects, to include Leadership Annual Giving and Major Gift prospects, and will make a minimum of 120 visits per year.

JOB DUTIES AND RESPONSIBILITIES

This section contains a description of the 4-7 separate duties and responsibilities that make up the position. Assign each responsibility a percentage of time (increments of 5% and no one responsibility greater than 25%) to total 100%. Select an indicator (Y/N) for essential function and remote work. Job Duties should be listed in order of percentage of time, with highest percentage first. When estimating percentage of time, it can be considered that 10% of a week is 5 hours or 5 weeks in a year.

Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
Regional and local travel to identify and qualify potential donors and prospects, chiefly grateful patients and families	25	Y	Y
Maintain regular contact to cultivate, solicit and steward qualified prospects and donors through visits, correspondence, and personal calls, and manage and track significant interactions related to prospect and donor activity	25	Y	Y
Interact regularly with faculty leaders to learn of priority needs for their area, as well as to elicit referrals of grateful patients and families who may be interested in learning how they can partner with URMC	20	Y	Y
Develop donor strategies, collaborate with advancement colleagues (i.e. from other clinical areas, SMD academic programs, and central advancement offices), maintain pipeline of proposals and prepare materials for use in donor solicitations	20	Y	Y
Active use of OASIS advancement database to record contact reports following visits and events, document donor and prospect strategy, generate reports to track and inform activity, and actively manage the pipeline of prospects and donors	5	Y	Y

Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
Other duties as assigned	5	Y	Y

**Essential functions are those functions that the individual who holds or desires the position must be able to perform with or without a reasonable accommodation. A job function may be deemed essential based upon several factors such as whether: 1. the position exists for performance of the function; 2. the number of employees available who can perform the function and limitations on the ability to reassign it; or 3. the degree of skill or expertise required to perform the function.*

QUALIFICATIONS

This section lists the level of job knowledge (such as education, experience, knowledge, skills and abilities) necessary to do this job and whether it is required or preferred. Required qualifications are the minimum level of qualifications needed to perform this job. Preferred qualifications are “nice to have”, but are not essential to the day-to-day functions of the job.

	Description	Required/Preferred
Minimum Education	Bachelor’s degree	Required
Experience	Four to five years of advancement experience at a non-profit organization, or equivalent combination of education and relevant experience	Required
Knowledge, Skills & Abilities	Exceptionally strong written and verbal communication skills; a comfort level in a medical setting; the ability to communicate with empathy and establish a professional relationship with patients and families facing complex medical issues; work effectively with medical and scientific faculty; work effectively with faculty, leadership, alumni, and community members; ability to work in a team environment; Microsoft Office and the ability to quickly learn to navigate two database systems for tracking prospect/donor and patient/family activity.	Required
Certification	N/A	

JOB SCOPE

Place an “X” next to the **ONE** statement that applies the majority of the time in each category.

Critical Thinking	
	Basic level of problem solving ability. Follows policies and procedures where facts are readily available.
	Moderate level of problem solving ability. Gathers and interprets data to solve routine problems that require verification. Some independent judgement required.
	Independent level of problem solving ability. Resolves semi-complex problems that require independent judgement.
X	High level of problem solving ability. Integrates and interprets data from diverse sources to find solutions to very complex problems.
Freedom to Act	
	Work is closely managed and reviewed for accuracy and adequacy. Follows specific, outlined and detailed instructions.
X	Work is accomplished with moderate supervision. Follows established and detailed directions. Work is reviewed for accuracy and overall adequacy.
	Work is accomplished with limited direction. Determines and develops approach to solutions. Work is evaluated upon completion to ensure objectives have been met.
	Work is accomplished without considerable direction. Exercises judgement in selecting methods, techniques, and evaluation criteria in obtaining results. Exerts significant latitude in determining objective of assignment. Takes calculated risks with consultation from an expert.
	Works with minimal direction toward predetermined long-range goals. Acts independently to determine methods and procedures on new or special assignments. Determines and pursues courses of action essential in obtaining desired results. Takes calculated risks.
Supervision of others (including hire/fire)	
X	No supervisory responsibility
	Non-supervisory leader (Example: team leader, coordinator, or mentor)
	Supervisory (two or more fulltime direct reports or equivalent)
Planning	
	Executes goals and objectives established by supervisor or manager.
X	Develops individual goals and sets individual daily priorities and tasks. Goals and objectives are monitored by supervisor or manager.
	Develops and executes goals and objectives for a department or functional group. Recommends and gives input to strategic initiatives.



	Creates business strategies for long-term strategic objectives. Monitors results of initiatives.
Consequence of Error	
	Failure to accomplish results can normally be overcome without significant effect on the organization.
X	Failure to achieve results or erroneous judgements may require allocation of additional resources to correct and/or achieve goals.
	Failure to obtain results or erroneous judgements or recommendations would normally have serious results and may require substantial expenditure of resources to correct and/or achieve goals.
	Erroneous decisions or recommendations would normally result in the inability to reach crucial organizational objectives and may have prolonged effect, as well as the expenditure of substantial resources.
	Erroneous decisions or recommendations would normally result in failure to reach goals crucial to significant organizational objectives and would profoundly affect the image of the organization.
Financial Responsibility <i>(Please check all that apply)</i>	
	Signing responsibility
	Manage pre-determined budget
	Independent judgement and responsibility to develop employer or departmental budget
	Responsible for revenue generating processes less than or equal to \$1M
	Responsible for revenue generating processes \$1M to \$5M
	Responsible for revenue generating processes greater than \$5M
	Independent judgement and authority to commit the employer in matters of significant financial impact

PHYSICAL/SENSORY REQUIREMENTS AND WORKING ENVIRONMENT

Indicate the physical/sensory requirement for each activity. Also indicate weight requirements where applicable

Activity	Rarely, Occasionally, Frequently, Continuously or N/A**	Weight***
Stationary Standing	Occasionally	
Sitting	Frequently	
Walking	Frequently	
Crawling	N/A	
Balancing	N/A	
Lifting/Carrying	Rarely	
Pushing/Pulling	N/A	
Bending	N/A	
Squatting	N/A	
Kneeling	N/A	
Twisting/Turning	N/A	
Climb	N/A	
Stoop	N/A	
Overhead Reaching	N/A	
Typing/Keyboarding	Frequently	
Driving (car/equipment)	Frequently	
Critical Thinking/Organization	Continually	
Talking on Phone	Continually	
Talking in Person	Continually	

Hearing in Person	Continually	
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****Key to frequency codes:**

R = Rarely (less than 0.5 hours per day)

C = Continually (5.6 - 8.0 hours per day)

O = Occasionally (0.6 - 2.5 hours per day)

N/A = Not Applicable

F = Frequently (2.6 - 5.5 hours per day)

***Weight: Up to 10lbs; Up to 20lbs; Up 35lbs; Up to 50lbs; Greater than 50lbs

Hazard Assessment

Please enter a "Y" next to any hazard that this job is subjected to in a normal workday

Hazard Present (Y/N)	Hazard Type	Hazard Description
N	Chemical	<p>Toxic: A chemical that exposes a person by absorption through the skin, inhalation, or through the blood stream that causes illness, disease, or death. The amount of chemical exposure is critical in determining hazardous effects. 1910.1000 for chemical hazard information.</p> <p>Flammable: A chemical that, when exposed to a heat ignition source, results in combustion. Typically, the lower a chemical's flash point and boiling point, the more flammable the chemical. Check MSDS for flammability information</p> <p>Corrosive: A chemical that, when it comes into contact with skin, metal, or other materials, damages the materials. Acids and bases are examples of corrosives.</p>
N	Explosion	<p>Chemical Reaction: Self-explanatory</p> <p>Over Pressurization: Sudden and violent release of a large amount of gas/energy due to a significant pressure difference such as rupture in a boiler or compressed gas cylinder.</p>
N	Electrical	<p>Shock/Short Circuit: Contact with exposed conductors or a device that is incorrectly or inadvertently grounded, such as when a metal ladder comes into contact with power lines. 60Hz alternating current (common house current) is very dangerous because it can stop the heart.</p> <p>Fire: Use of electrical power that results in electrical overheating or arcing to the point of combustion or ignition of flammables, or electrical component damage.</p> <p>Static/ESD: The moving or rubbing of wool, nylon, other synthetic fibers, and even flowing liquids can generate static electricity. This creates an excess or deficiency of electrons on the surface of material that discharges (spark) to the ground resulting in the ignition of flammables or damage to electronics or the body's nervous system.</p> <p>Loss of Power: Critical equipment failure as a result of loss of power.</p>
N	Ergonomics	<p>Strain: Damage of tissue due to overexertion (sprains and strains) or repetitive motion.</p> <p>Human Error: A system design, procedure, or equipment that is error-provocative. (A switch goes up to turn something off).</p>
N	Excavation (Collapse)	Soil collapse in a trench or excavation as a result of improper or inadequate shoring. Soil type is critical in determining the hazard likelihood.
N	Fall (Slip, Trip)	Conditions that result in falls (impacts) from height or traditional walking surfaces (such as slippery floors, poor housekeeping, uneven walking surfaces, exposed ledges, etc.)
N	Fire/Heat	Temperatures that can cause burns to the skin or damage to other organs. Fires require heat source, fuel, and oxygen
N	Mechanical/Vibration (Chaffing/Fatigue)	Vibration that can cause damage to nerve endings or material fatigue that results in a safety-critical failure. (Examples are abraded slings and ropes, weakened hoses and belts.)
N	Mechanical Failure	Self-explanatory; typically occurs when devices exceed designed capacity or are inadequately maintained.
N	Mechanical	Skin, muscle, or body part exposed to crushing, caught-between, cutting, tearing, shearing items or equipment.
N	Noise	Noise levels (>85 dBA 8 hr TWA) that result in hearing damage or inability to communicate safety-critical information
N	Radiation	<p>Ionizing: Alpha, Beta, Gamma, neutral particles, and X-rays that cause injury (tissue damage) by ionization of cellular components.</p> <p>Non-ionizing: Ultraviolet, visible light, infrared, and microwaves that cause injury to tissue by thermal or photochemical means.</p>



N	Struck by (Mass Acceleration)	Accelerated mass that strikes the body causing injury or death. (Examples are falling objects and projectiles.)
N	Struck Against	Injury to a body part as a result of coming into contact of a surface in which action was initiated by the person. (An example is when a screwdriver slips.)
N	Temperature Extreme (Heat/Cold)	Temperatures that result in heat stress, exhaustion, or metabolic slow down such as hypothermia.
N	Visibility	Lack of lighting or obstructed vision that results in an error or other hazard.
N	Weather	Phenomena (Snow/Rain/ Wind/Ice) Self-explanatory.

Approvals

HR Business Partner:

Compensation Analyst:

Approver:

Signature

Date
