

Job Opening Report

Job Opening Summary

Job Opening ID	243212
Job Posting Title	Regional Director
Job Code	1208(Dir Development)
Position Number	20094364(Dir Development)
Status	010 Open
Business Unit	UROCH(University of Rochester)
Department	100006(Ofc Sr Vice Pres Advancement
Job Family	AMP(Admin/Managerial Professional)

Job Information

Created By	271383(Marjorie Pasternak)
Created	02/02/2023
Opening to Fill	L(Limited Number of Openings)
Target Openings	1
Available Openings	1
Establishment ID	
Business Unit	UROCH(University of Rochester)
Company	UR(University of Rochester)
Department	100006(Ofc Sr Vice Pres Advancement
Status Code	010 (010 Open)
Status Reason	New Position
Status Date	02/02/2023
Desired Start Date	
Encumb Date	
Projected Fill Date	
Date Authorized	02/02/2023
Referral Program ID	
Recruitment Type	
Area of Consideration	
Recruitment Contact	

Locations			
Location Code	Location	Target Openings	Primary
UA021	Central Admin-Advancement	0	Yes

Positions		
Position Number	Description	Primary
20094364	Dir Development	Yes

Job Codes		
Job Code	Description	Primary
1208	Dir Development	Yes

Job Postings			
Description	Posting Type	Post Date	Remove Date
Internet	External Posting	02/02/2023	
Internet	Internal Posting	02/02/2023	
Apply Online	External Posting	02/02/2023	
Apply Online	Internal Posting	02/02/2023	

Job Posting Descriptions	
Visible Internal and External Description Type Opening Description Full Time 40 hours Grade 058 Ofc Sr Vice Pres Advancement	
Visible Internal and External Description Type Schedule Description 8 AM-5 PM; SOME WKNDS/HOLS	
Visible Internal and External Description Type How To Apply Description All applicants must apply online.	

EOE Minorities/Females/Protected Veterans/Disabled

Visible Internal and External
Description Type Responsibilities

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. 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.

Description

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 to meet preset visit metrics.

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

The University of Rochester is committed to fostering, cultivating, and preserving a culture of equity, diversity, and inclusion to advance the University's mission to Learn, Discover, Heal, Create – and Make the World Ever Better. In support of our values and those of our society, the University is committed to not discriminating on the basis of age, color, disability, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation, citizenship status, or any other status protected by law. This commitment extends to the administration of our policies, admissions, employment, access, and recruitment of candidates from underrepresented populations, veterans, and persons with disabilities consistent with these values and government contractor Affirmative Action obligations.

Visible Internal and External
Description Type Schedule

Description 8 AM-5 PM