

## Job Opening Report

### Job Opening Summary

<b>Job Opening ID</b>	247269
<b>Job Posting Title</b>	Director of Advancement, Simon Business School
<b>Job Code</b>	1208(Dir Development)
<b>Position Number</b>	20079953(Dir Development)
<b>Status</b>	010 Open
<b>Business Unit</b>	UROCH(University of Rochester)
<b>Department</b>	100006(Ofc Sr Vice Pres Advancement
<b>Job Family</b>	AMP(Admin/Managerial Professional)

### Job Information

<b>Created By</b>	271383(Marjorie Pasternak)
<b>Created</b>	08/02/2023
<b>Opening to Fill</b>	L(Limited Number of Openings)
<b>Target Openings</b>	1
<b>Available Openings</b>	1
<b>Establishment ID</b>	
<b>Business Unit</b>	UROCH(University of Rochester)
<b>Company</b>	UR(University of Rochester)
<b>Department</b>	100006(Ofc Sr Vice Pres Advancement
<b>Status Code</b>	010 (010 Open)
<b>Status Reason</b>	Replacement Position
<b>Status Date</b>	08/02/2023
<b>Desired Start Date</b>	
<b>Encumb Date</b>	
<b>Projected Fill Date</b>	
<b>Date Authorized</b>	08/02/2023
<b>Referral Program ID</b>	
<b>Recruitment Type</b>	
<b>Area of Consideration</b>	
<b>Recruitment Contact</b>	

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

Positions		
Position Number	Description	Primary
20079953	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	08/02/2023	
Internet	Internal Posting	08/02/2023	
Apply Online	External Posting	08/02/2023	
Apply Online	Internal Posting	08/02/2023	

Job Posting Descriptions	
<div>Visible Internal and External</div> <div>Description Type Opening</div> <div>Description Full Time 40 hours Grade 058 Ofc Sr Vice Pres Advancement</div>	
<div>Visible Internal and External</div> <div>Description Type Schedule</div> <div>Description 8 AM-5 PM; SOME WKNDS/HOLS</div>	
<div>Visible Internal and External</div> <div>Description Type How To Apply</div>	

All applicants must apply online.

**Description**

*EOE Minorities/Females/Protected Veterans/Disabled*

**Visible  
Description Type**

Internal and External  
Responsibilities

**GENERAL PURPOSE:**

The director of advancement will develop and manage a portfolio of principal, major gift and high-end annual giving prospects. This person will develop sufficient knowledge of Simon to effectively represent the School on the road, as well as provide guidance and assistance to University officers representing Simon.

**Description**

Working independently, the director of advancement will serve as region manager in several of Simon's top markets as such, the director will ensure that an appropriately sized prospect pool is strategically qualified, cultivated, and solicited, work with regional staff to do the same inside their Simon portfolios, and, in collaboration with the Executive Director of Advancement and Senior Directors, drive prospect event strategy in the designated geographic regions. The director will also play a significant role in facilitating and staffing decanal travel to the assigned markets. The director of advancement will be expected to effectively track and manage prospect "moves," short- and long-term strategies, and next steps. Furthermore, this gift officer will assist the Executive Director in managing advancement projects within assigned areas of responsibility, including events in designated geographic regions. In addition, the director of advancement will support the development and management of prospect pipelines aligned with topical priority areas (scholarship, entrepreneurship, and innovation, etc.) identified in Simon Business School's strategic plan.

As appropriate, the director will be asked to serve as Simon's representative on one or more University Advancement committees. The director of advancement will serve as the Simon Advancement liaison to the Ain Center for Entrepreneurship.

Ability to work self-sufficiently in a fast-paced environment is crucial, as is understanding of prioritization and time management. This position requires an individual who excels at cultivating and soliciting in an organized fashion, as well as prioritizing based on campaign timetables, competing priorities, and return on investment.

**RESPONSIBILITIES:**

- Maintain a portfolio of major gift prospects. Serve as regional lead for several of Simon's top markets, maintaining a portfolio of major gift prospect and overseeing Simon activities, including decanal activity. Work on especially close collaboration with the regional major gift officers in those areas.
- Traveling on behalf of Simon Advancement to qualify, cultivate, solicit, and steward alumni, donors, and prospects. Initiating and/or strengthening relationships and creating strategies for soliciting donors capable of making major gifts.
- Execute internal and external Simon prospect moves to advance Simon major gifts prospects managed by others within assigned areas, regions, and programs – including pipeline development prospect management. Focus on soliciting support for priority areas of the strategic plan.
- Assist the Executive Director in managing special development projects and events, including campaign planning, functions, and volunteer management. Advise Executive Director on strategy and tactics for management of Simon development activities in assigned areas of responsibility.

Other duties as assigned

**QUALIFICATIONS:**

- Bachelor's Degree required
- Master's Degree preferred
- A minimum of seven years of development experience including experience soliciting major or high-level annual gifts. Experience in a similar field will be considered or equivalent combination of education and experience
- Experience in a regionally assigned development office preferred.

**Required:**

- Evidence of ability to work effectively with faculty and senior-level prospects and donors.
- Strong skills in written and oral communication. Demonstrated ability to communicate campaign priorities and funding opportunities in writing.
- Strong collaborative skills.
- Sufficiently well-organized to deal effectively with donor stewardship issues and "moves" to advance donors according to a plan.
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- Flexibility – given the changing demands of executing a comprehensive capital campaign, responsibilities within this position may change.

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.