

JOB DESCRIPTION

Job Title (30 character limit)	Executive Director for Presidential Advancement	Job Code	1208
Division/Function	Advancement	Career Level/ Grade Level	58
Reports To	Dual Reporting: Senior Associate Vice President, Principal Gifts and Presidential Advancement, and the Associate Vice President of Advancement, and Chief of Staff	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 Executive Director of Presidential Advancement is an assigned liaison to the University of Rochester's President's Office and Board Office on day-to-day Advancement matters that involve the direct involvement of the President. The Presidential Advancement department works directly with the President and ensures that the President's Office and the Advancement program are in alignment in order to support the President in Advancement and related activities.

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)
Provides high-level executive support to the President of the University for presidential prospect contact and presidential Advancement events, working closely with the Senior Associate Vice President for Principal Gifts and SVP Office. This includes, but is not limited to, coordinating all unit and divisional Advancement staff on the utilization of the President for prospect contact and events; and in coordination with other academic leaders including the Provost. In addition, the management of all Presidential briefings for Advancement and related activity will rest with this individual. Responsible for the direct staffing of the President at events both in Rochester and "as needed" outside of Rochester, with either direct staffing or, commonly by proxy.	25%	Y	Y
Responsible for coordination and staffing of the spouse of the president as well as working with the SAVP, and Executive Director of Principal Gifts, the ED will also assist, in the coordination of the Provost's and URM CEO's interactions with the top of the prospect pool.	5%	N	Y
Responsible for assuring that all prep materials briefings and information to prepare the president for interactions is completed. Responsible for all follow up from presidential contacts is complete including, but not limited to follow up letters, calls or contacts. In addition, all new information and summary information from presidential visit will be loaded into the prospect management system. In partnership with the President's Associate Vice President of Communication writes, reviews, edits and approves all presidential Advancement communications and correspondence, including but not limited to acknowledgment letters, stewardship projects, press releases, articles, talking points, etc.	25%	Y	Y

Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
The ED, with direct reporting to the Associate Vice President of Advancement and Chief of Staff, is responsible for matters related to the Board including directly staffing the Nominations and Board Practices committee, pipeline management, and, resolutions and public announcements of matters related to trustees. The ED is responsible for maintaining, monitoring and, working with the Advancement organization, University Secretary and the Sr. VP., updating the Nominations list of the Board of Trustees. The ED will assist the AVP/COS with special projects related to the Board of Trustees, Board of Trustee's and volunteer leaders pipeline and provide assistance in coordination of Advancement Committee and other Board and volunteer related management, and staffing the Board Chair and Chair Emeritus for Advancement-related work.	20%	Y	Y
Manages and responds to all Advancement-related requests, inquiries, and projects involving the president. Extensive communication and collaboration with Advancement colleagues and the President's Office staff is required.	5%	Y	Y
Responsibility for overseeing a minimum of two direct reports. Working with the Presidential Executive Assistant and other key staff, this individual will coordinate the presidential Advancement calendar and visit coordination for presidential Advancement travel including advance work for all key regional events involving the President.	10%	Y	Y
Responsible for providing the Sr. Vice President of Advancement high-level support and assistance in preparation for select interactions with the President, both internal and external. Responsible for providing annual planning related to president's schedule, and managing a quarterly assessment of presidential travel, making recommendations on utilization of the President for future visits and contacts.	5%	N	Y
Other duties as assigned	5%	N	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, master's degree preferred	Required
Experience	or equivalent combination of education and experience	Required
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Experience working in a higher education setting, particularly research universities preferred • Experience in a sophisticated Advancement environment preferred. • Experience working closely with a college or university president - preferred • Knowledge of alumni programs and understanding of "moves management" and major and principal gifts fundraising processes and procedures. • Excellent writing and verbal communications skills. Required • Excellent interpersonal and communication skills are essential, as are diplomacy and a team orientation • Demonstrated qualities of creativity, imagination, and initiative • Demonstrated ability to set priorities in successfully accomplishing projects • Able to see and understand the objectives of the Advancement program and all other divisions of the University Advancement Office, and to integrate their goals with those objectives. • Able to work in a dual-reporting role to individuals who otherwise coordinate well in moves on joint initiatives. • Ability to initiate, analyze, monitor, evaluate and advance strategic advancement plans. 	Both
Certification		

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.
	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.
x	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)	
	No supervisory responsibility
	Non-supervisory leader (Example: team leader, coordinator, or mentor)
x	Supervisory (one or more fulltime direct reports or equivalent)
Planning	
	Executes goals and objectives established by supervisor or manager.
	Develops individual goals and sets individual daily priorities and tasks. Goals and objectives are monitored by supervisor or manager.
x	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.
	Failure to achieve results or erroneous judgements may require allocation of additional resources to correct and/or achieve goals.
x	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 (Please check all that apply)	
	Signing responsibility
x	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		
<i>Indicate the physical/sensory requirement for each activity. Also indicate weight requirements where applicable</i>		
Activity	Rarely, Occasionally, Frequently, Continuously or N/A**	Weight***
Stationary Standing	Frequently	
Sitting	Continuously	
Walking	Occasionally	
Crawling	NA	
Balancing	NA	
Lifting/Carrying	Rarely	
Pushing/Pulling	Rarely	
Bending	Rarely	
Squatting	Rarely	
Kneeling	Rarely	
Twisting/Turning	Rarely	

Climb	NA	
Stoop	NA	
Overhead Reaching	Occasionally	
Typing/Keyboarding	Continuously	
Driving (car/equipment)	Occasionally	
Critical Thinking/Organization	Continuously	
Talking on Phone	Frequently	
Talking in Person	Frequently	
Hearing in Person	Frequently	

****Key to frequency codes:**

R = Rarely (less than 0.5 hours per day)

O = Occasionally (0.6 - 2.5 hours per day)

F = Frequently (2.6 - 5.5 hours per day)

C = Continually (5.6 - 8.0 hours per day)

N/A = Not Applicable

***Weight: Up to 10lbs; Up to 20lbs; Up to 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>
Y	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.
Y	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	Ionizing: Alpha, Beta, Gamma, neutral particles, and X-rays that cause injury (tissue damage) by ionization of cellular components. Non-ionizing: Ultraviolet, visible light, infrared, and microwaves that cause injury to tissue by thermal or photochemical means.
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.
Y	Weather	Phenomena (Snow/Rain/ Wind/Ice) Self-explanatory.

Approvals

HR Business Partner:

Compensation Analyst:

Approver:

Signature

Date

