

Job Opening Report

Job Opening Summary

Job Opening ID 246467
Job Posting Title CBE Research/Bus Dev, Asst Dir
Job Code 1210(Asst Dir Development Ofc)
Position Number 20055340(Asst Dir Development Ofc)
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 06/23/2023
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 Replacement Position
Status Date 06/23/2023
Desired Start Date
Encumb Date
Projected Fill Date
Date Authorized 06/23/2023
Referral Program ID
Recruitment Type
Area of Consideration
Recruitment Contact

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

Employees Being Replaced	
Employee ID	Name
294486	Carolyn Birrittella

Positions		
Position Number	Description	Primary
20055340	Asst Dir Development Ofc	Yes

Job Codes		
Job Code	Description	Primary
1210	Asst Dir Development Ofc	Yes

Job Postings			
Description	Posting Type	Post Date	Remove Date
Internet	External Posting	06/23/2023	
Internet	Internal Posting	06/23/2023	
Apply Online	External Posting	06/23/2023	
Apply Online	Internal Posting	06/23/2023	

Job Posting Descriptions	
<div> <div>Visible</div> <div>Description Type</div> </div> <div>Internal and External Opening</div>	
<div> <div>Description</div> </div> <div>Full Time 40 hours Grade 055 Ofc Sr Vice Pres Advancement</div>	
<div> <div>Visible</div> <div>Description Type</div> </div> <div>Internal and External Schedule</div>	
<div> <div>Description</div> </div> <div>8 AM-5 PM; SOME WKNDS/HOL</div>	
<div> <div>Visible</div> <div>Description Type</div> </div> <div>Internal and External Responsibilities</div>	

Position Summary:

The Center for Business Engagement supports corporate engagement including the funding of University programs and activities, and partnerships for basic and applied research ultimately leading to the development of intellectual property and technology transfer. Reporting to the Executive Director of the CBE, the Research and Business Development Manager will cultivate knowledge and understanding of UR research and programs of interest to corporate partners and develop and execute strategies to advance corporate support. The primary responsibility is to maintain, develop, and expand the CBE philanthropic, sponsored research, and corporate program membership portfolio, including the Institute of Optics Industrial Associates program. Chief tasks include research, analysis, and reporting in: a) leading research and programs in priority areas across the University of Rochester and University of Rochester Medical Center, b) research needs of national and international corporations that might be fulfilled by UR expertise, and c) corporate philanthropic opportunities, including oversight and new business development for corporate membership programs.

Duties and Responsibilities:

Description

- Provide discovery, analysis, tracking, and reporting of leading programs and research across the University of Rochester and University of Rochester Medical Center. Maintain portfolio of programs and research of potential interest to corporate partners. Interview faculty, extract key information, and write detailed briefs, biographies, and correspondence.
- Provide discovery, analysis, tracking, and summary reporting of industry news and research needs of corporations and maintain portfolio of programs and research of potential interest to the University. Develop strategy for qualifying prospects and matching business needs to the strengths of the University for support, including working closely with faculty and staff.
- Search for corporate RFPs and invitations for gifts, as well as opportunities that are not advertised, for research funding, fellowships, and other support for the University. Write, submit, and track detailed and carefully constructed proposals, coordinating with faculty and staff, including ORPA, Advancement, deans, college administrators, and other departments as necessary.
- Steward, and expand, and report on corporate membership programs including the Institute of Optics

Industrial Associates program, understanding and executing the strategy set forth by the Institute Director, the dean of the Hajim School, and Advancement leadership. Identify and qualify prospects and develop and coordinate new proposals both for membership and for broad support of the University. Develop, coordinate, implement, and manage marketing strategies in conjunction with appropriate deans, schools, and faculty as required.

- Work with the CBE Research Assistant to research, compile, and maintain data on major existing and prospective UR corporate donors and partners. Use CRMs including OASIS and Salesforce, and help develop new CBE trackers and report templates.
- Develop and execute outreach strategy for corporate connection and support including cold calls, meetings, alumni connections, campus visits, letters of inquiry, and proposals. Coordinate efforts across UR schools and departments, including the Greene Center for Career Education and Connections.
- Attend occasional conferences, and other duties as assigned.

Requirements:

- Bachelor's degree required
- Five years or equivalent combination of education and experience required
- Requires an understanding of corporate business needs, and the ability to converse with faculty and companies to distill and evaluate opportunities. Superior strategic thinking and planning, analytical, and communication skills, particularly writing; a high level of attention to detail and follow through; self-directed and able to effectively manage time; the ability to navigate ambiguity and problem solve in a collaborative environment; commitment to professional development and continuous learning; and strong technical skills, particularly Microsoft Office and in using a CRM or equivalent database to track, steward, and report.

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
Description Type**

Internal and External
How To Apply

All applicants must apply online.

Description

EOE Minorities/Females/Protected Veterans/Disabled

**Visible
Description Type**

Internal and External
Pay Range

Pay Range: \$ 53,500 - \$ 74,900 Annually

Description

The referenced pay range represents the minimum and maximum compensation for this job. Individual annual salaries/hourly rates will be set within the job's compensation range, and will be determined by considering factors including, but not limited to, market data, education, experience, qualifications, expertise of the individual, and internal equity considerations.