

JOB DESCRIPTION

Functional Job Title (30 character limit)	Dir, Alumni Engagement & Annual Giving, ESM	Job Code	1208
Job Title	Director, Development		
Division/Function	Eastman School of Music	Career Level/ Grade Level	58
Reports To	Executive Director Advancement, ESM	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 Director of Alumni Engagement, Volunteers, and Annual Giving has primary and ultimate responsibility for the strategic planning, creation, implementation, and maintenance of a widespread alumni engagement program that fosters strong relationships and broad support from Eastman alumni, while expanding volunteer leadership and creating a pipeline for future support. Additionally, the Director serves as the key point of contact for the Eastman volunteer structure in collaboration with the Executive Director, and orchestrates meetings, communications, and execution of volunteer activities. This role will require travel in support of various alumni events and 1:1 visits with Eastman alumni volunteers and donors to drive engagement efforts and steward relationships. Finally, this role will work collaboratively with the University's Annual Giving team on an annual strategy to acquire and retain annual donors, including alumni, as well as student engagement.

This position reports to the Executive Director of Eastman School of Music Advancement and directly oversees two advancement employees (one full-time and one part-time), as well as two part-time student workers (indirectly). This position works collaboratively with colleagues in University Advancement, as well as with faculty, staff, deans, and directors at the Eastman School of Music. This role will have heavy interaction with the Dean of the Eastman School of Music.

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)
Alumni Relations and Volunteer Strategy/Program Development – Engagement <ul style="list-style-type: none"> Develop an alumni engagement strategy through events, programs, activities, meetings, and visits. Identify and track engagement goals and produce regular reports and analysis of engagement results to drive strategy and activity. Work collaboratively with gift officers on donor engagement and stewardship to advance holistic advancement goals. Lead volunteer engagement creation and management for ESM alumni (and donors), including: <ul style="list-style-type: none"> Partnering with the regional network to enhance Eastman representation on National Leadership Council 	25	Y	Y

Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
<ul style="list-style-type: none"> boards <ul style="list-style-type: none"> Developing Eastman alumni representation on university wide volunteer boards (Alumni Board and DAC) Increase alumni representation in affinity networks 			
Alumni Relations and Volunteer Strategy/Program Development – Events and Engagement <ul style="list-style-type: none"> Develop, implement, and oversee Meliora Weekend at Eastman, including more than 25 events for approximately 200-300 alumni Create and implement a series of regional events and activity, on to engage alumni (and donors) throughout the country in key markets/cities for ESM: <ul style="list-style-type: none"> Partner with Advancement Alumni Relations and Constituent Engagement team to identify regional overlaps and to promote unique opportunities for alumni to take on leadership roles, including the Meliora Collective and Eastman mentorship network. Align regional alumni engagement with Eastman gift officers 	25	Y	Y
Team Management <ul style="list-style-type: none"> Direct and oversee day-to-day activities of two Eastman Advancement team members, including staff hiring and supervision, performance appraisals, and recommendations on staffing structure and promotions. This role will directly oversee one Manager of Engagement and Events with significant communication and event planning responsibilities, as well as one part-time Associate Director of Alumni Engagement and Annual Giving. This role will also indirectly oversee two student workers, who report to the Manager. 	25	Y	Y
Annual Fund Strategy and Program Development <ul style="list-style-type: none"> Partner with the Central Advancement team to weigh in on an annual fund strategy and to create and share Eastman's mission, vision, and values as a part of annual solicitations and outreach. Leverage UR-wide annual fund efforts at Eastman, including Day of Giving and working with Eastman gift officers to leverage events. <p>Primary liaison with the George Eastman Circle team in order to help secure leadership annual giving gifts,</p>	20	Y	Y
<ul style="list-style-type: none"> 			



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
	Master's degree	Preferred
Experience	A minimum of ten years of development/alumni relations experience at an institution of higher education or a multi-faceted arts organization is required, including experience with volunteers and/or boards, working on high-level events, and managing staff. Experience in a similar field or equivalent combination of education and experience will be considered.	Required
Knowledge, Skills & Abilities	Experience with annual fund appeals preferred.	Preferred
	Exceptional communication and organizational skills; ability to work both independently, as part of a team, and as a manager in fast-paced, multi-faceted team	Required
	Equal ease with creating, managing, and maintaining both internal and external relationships, including high-priority donors, alumni, and volunteers as well as University leadership.	Required
	Flexibility, thoughtfulness, and proactivity; ability to think strategically but accommodate real-time input and feedback;	Required
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 (two 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.
	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.
X	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>	
X	Signing responsibility
	Manage pre-determined budget
X	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	F	
Sitting	F	
Walking	F	
Crawling	R	
Balancing	O	
Lifting/Carrying	O	Up to 25 lbs
Pushing/Pulling	O	Up to 25 lbs
Bending	O	
Squatting	O	
Kneeling	O	
Twisting/Turning	O	
Climb	R	
Stoop	O	
Overhead Reaching	O	
Typing/Keyboarding	F	

Driving (car/equipment)	F	
Critical Thinking/Organization	F	
Talking on Phone	F	
Talking in Person	F	
Hearing in Person	F	

****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>
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.
N	Weather	Phenomena (Snow/Rain/ Wind/Ice) Self-explanatory.

Approvals

HR Business Partner:

Compensation Analyst:

Approver:

Signature

Date
