



Associate Director of Advancement Hajim School of Engineering & Applied Sciences

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Overview:

The Associate Director of Advancement for the Hajim School of Engineering & Applied Sciences will serve as an alumni ambassador and promotor for the school as well as the University at large. S/he will develop a thorough knowledge of the School, including but not limited to the School's six departments: Biomedical Engineering (BME), Chemical Engineering (ChemE), Computer Science (CS), Electrical & Computer Engineering (ECE), Mechanical Engineering (MechE), Optics (Opt), corresponding undergraduate and graduate programs, faculty, and related research. The role will work closely with the Executive Director for Advancement in serving as a liaison between these departments and University Advancement and University constituents. The Associate Director will play a key role in fundraising for the School and will report regularly on this activity.

The Associate Director will manage a robust portfolio of high-level major gift prospects. Extensive travel is required to appropriately identify, cultivate, solicit, and steward prospects. S/he will carry a portfolio of approximately 80-100 prospects and will be considered a 70% gift officer, with the remaining efforts focused on programmatic aspects of advancement for the School.

The Associate Director is partly responsible for assisting in identifying and recruiting alumni volunteers for membership in Hajim School specific or general University volunteer groups. The Associate Director will plan and execute events in conjunction with AS&E event planning staff, alumni relations, stewardship, or regional gift officers as necessary.

The Associate Director will also make appropriate recommendations to the Executive Director and the Dean concerning their roles and involvement in the identification, cultivation, and solicitation of donor prospects. S/he will staff key faculty and staff members in donor relations opportunities when necessary/required. S/he will contribute strategic input on short and long-term program goals.

The position reports to the Executive Director of Advancement, Hajim School, and is a part of the Arts, Sciences & Engineering Advancement team.

Specific Responsibilities:

With broad latitude for independent judgment, and in coordination with the Executive Director of Advancement for the College, the Associate Director will:

- 70% Effectively manage a major prospect solicitation pipeline. Initiate and/or strengthen relationships with major gift prospects (25%); create strategies for and solicit donors capable of contributing gifts of \$100,000 or more (25%). Initial work will likely involve a high number of identification and qualification visits (20%). Direct fundraising responsibilities entail: 110 visits, 10 solicitations and 5 closed gifts per year at the major gift level.
- 15% Develop and continuously update the strategic plan for the Hajim School in collaboration with the Executive Director of Hajim Advancement, 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.
- 5% Develop specific expertise on School departments and programs and serve as liaison from advancement to the staff in those areas. Oversee managing assigned special development initiatives involving those areas.
- 5% Assist in planning, managing, and executing special events, overseeing the work of support staff involved.
- 5% Either individually or in cooperation with support staff, continuously update the prospect management database with information related to donor strategies, contacts, and results. Other duties as assigned.

REQUIREMENTS:

Bachelor's degree and seven years development experience including experience soliciting gifts or closely-related experience and clear evidence of a thoughtful decision to move into development work; a comparable combination of experience and education will be considered.

SKILLS:

Excellent written and oral communication skills.

Strong collaborative, organizational, and data analytics skills.

Evidence of ability to work effectively with internal and external constituents of an organization.

Sufficiently well-equipped to prepare for and navigate complexities of "moves management".

*For further information please contact N/A
email:
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