

JOB DESCRIPTION

Job Title (30 character limit)	Director of Adv, Std Life	Job Code	3107
Division/Function	Office of Advancement	Career Level/ Grade Level	
Reports To	Executive Director of Student Life	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 Advancement, Student Life, is one of the primary development officers for the College and Student Life. The Director collaborates with University Advancement, the Vice President of Student Life, , and other leadership to help set strategic direction and execute fundraising plans. The Director also collaborates with the annual fund team to develop strategic annual fund solicitations that have consistent messaging and themes.

The Director of Advancement manages a robust portfolio of major gift and leadership gift prospects and secures major gifts for the University of Rochester. Extensive travel is required to appropriately cultivate, solicit, and steward these prospects.

The Director of Advancement directly supervises and mentors one staff member, the Associate Director of Advancement and College Athletics, and guides the Associate Director of Athletics, who also carries a portfolio of leadership and major gift prospects.

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)
Donor Prospect Portfolio Management			
Manage a portfolio of domestic major and principal gift prospects, which includes a sufficient schedule of personal visits and travel to ensure the engagement of these prospects.	20%	Y	Y
Direct fundraising responsibilities entail 100 in-person or virtual visits, 250 high-quality contacts, 13 solicitations and 10 closed gifts per year at the major and principal gift levels (\$100,000+).	25%	y	y

Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
Department and Staff Management Workforce management including hiring talent, retention strategies and performance management of direct report within the department focused on producing leadership, major and principal gifts in support of Athletics.	25	y	y
Management of Capital Projects, Fundraising Challenges, and Volunteers Manage capital projects and volunteers in support of Student Life on campus including pipelines, prospect development, communications, and donor challenges.	20	y	y
Annual Giving Strategy In collaboration with the annual fund team, develop strategic annual fund solicitations.	5	y	y
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 preferred	Required
Experience	7 years of experience, including evidence of ability to work effectively in a complex university setting, or equivalent combination of education and experience, as well as progressively responsible development experience and demonstrable success as a manager and a gift officer.	Required
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> Personal success in cultivating, soliciting, and stewarding major individual and institutional gifts, preferably for an institution of higher education. 	Required

	<ul style="list-style-type: none"> • Proven ability to provide management oversight, leadership, and strategic direction. 	Required
	<ul style="list-style-type: none"> • Demonstrated success in developing and managing fundraising programs in a performance-based culture and an in-depth understanding of advancement and development programs. Must possess strong critical thinking and analytical skills. 	Required
	<ul style="list-style-type: none"> • Superior strategic skills with a strong grasp of best practices and a holistic understanding of all aspects of advancement. Substantial experience evaluating the strengths of existing philanthropic programs and identifying opportunities for improvement. 	Required
	<ul style="list-style-type: none"> • Personal track record of success in major and principal gift fundraising, cultivating, and stewarding key donors for an institution and increasingly raising their commitments. 	Required
	<ul style="list-style-type: none"> • Proven success in building productive, long-term relationships with senior university administrators, faculty, staff, volunteers, and boards. 	Required
	<ul style="list-style-type: none"> • Superior communication skills and the ability to connect with a variety of audiences; clear and effective written and oral presentation. The experience, ability, and inclination to be an effective, outgoing representative of the University of Rochester. 	Required
	<ul style="list-style-type: none"> • Experience working in an environment serving internal and external constituents, often with shared responsibility for advancement and donor cultivation and stewardship. Ability to build relationships and collaborate across the institution, serving as a resource to others and obtaining their input. Persuasive, persistent, and determined to achieve goals. 	Preferred
	<ul style="list-style-type: none"> • A leadership style that creates strong teams and motivates, engages, energizes, and focuses staff on results. 	Preferred
	<ul style="list-style-type: none"> • Strong management skills, including expertise in personnel management, program implementation, fiscal planning, and accountability. 	Required
	<ul style="list-style-type: none"> • Collaborative and collegial; eager and able to engage a diverse audience and build strong professional relationships. A convener who is able to synthesize many ideas and offer strategies and solutions that address a wide variety of goals and objectives. 	Required
	<ul style="list-style-type: none"> • Strong personal integrity and work ethic, as well as a sense of humor and perspective. 	Preferred
	<ul style="list-style-type: none"> • Record of creative and entrepreneurial staff management; the ability to build, lead, mentor, and motivate staff; and to encourage change and growth in both people and programs. A strong commitment to personal and professional development, and the ability to build a robust, autonomous, and collaborative team. 	Preferred
	<ul style="list-style-type: none"> • A keen eye for operational efficiency and optimal use of resources; the ability to plan, monitor, and manage a budget. 	Preferred
	<ul style="list-style-type: none"> • A desire to deeply engage in the University and local community. The ideal candidate will reflect and embrace the 	Preferred

	<p>University of Rochester's emphasis on academic excellence and commitment to the important role it plays in enriching the City of Rochester.</p> <ul style="list-style-type: none"> Demonstrate Advancement values in all work done in collaboration with partners across Advancement and University campuses. 	Preferred
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.
	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.
x	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>	
	Signing responsibility
	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
x	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	Occasionally	
Sitting	Frequently	
Walking	Occasionally	
Crawling	Occasionally	
Balancing	Occasionally	
Lifting/Carrying	Occasionally	Up to 10lbs.
Pushing/Pulling	Occasionally	
Bending	Occasionally	
Squatting	Occasionally	
Kneeling	Occasionally	
Twisting/Turning	Occasionally	
Climb	Occasionally	
Stoop	Occasionally	
Overhead Reaching	Occasionally	
Typing/Keyboarding	Frequently	
Driving (car/equipment)	Occasionally	
Critical Thinking/Organization	Frequently	
Talking on Phone	Occasionally	
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 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	<p>Ionizing: Alpha, Beta, Gamma, neutral particles, and X-rays that cause injury (tissue damage) by ionization of cellular components.</p> <p>Non-ionizing: Ultraviolet, visible light, infrared, and microwaves that cause injury to tissue by thermal or photochemical means.</p>
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

Signature

Date



UNIVERSITY of
ROCHESTER

HR Business Partner:

Compensation Analyst:

Approver:
