

JOB DESCRIPTION

Job Title (30 character limit)	Development Assoc, AS&E/UL	Job Code	1207
Division/Function	10/0006 - Advancement	Career Level/ Grade Level	
Reports To	Executive Director of Advancement, School of Arts and Sciences	FLSA	

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.

With minimum direction and considerable latitude for independent judgment, directs administrative activities associated to initiatives and projects in support of the School of Arts and Sciences and the University Libraries. This role acts as liaison between advancement and on-campus partners and manages relationships with alumni, senior administrative staff, deans, directors, faculty members, students, vendors, and others. Must be able to prioritize to meet multiple and competing deadlines and maintain a working knowledge of university policies and is responsible for data management for the School of Arts and Sciences and University Libraries as well as programs and centers related to aforementioned entities.

The position reports to the Executive Director of the School of Arts and Sciences with additional oversight as required by the Executive Director of ASE College Advancement and the Executive Director of Advancement for the University Libraries.

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)
<u>Program Support</u>			
1. Writes and prepares, on a weekly basis, donor correspondence for the Dean of the School of Arts and Sciences, Dean of Graduate Studies and Post-doctoral Affairs and Vice Provost and Dean of the University Libraries.			
2. Coordinates, on a quarterly basis, with School of Arts and Sciences and University Libraries faculty and staff to write and edit solicitations and other fundraising materials in partnership with the Direct Response Team that are specifically related to fundraising initiatives for the School of Arts and Sciences, Graduate Studies and Post-Doctoral Affairs and University Libraries. This includes crowdfunding pages and other virtual platforms.	25%		
3. Writes and coordinates, on a quarterly basis, small-scale endowment appeals for special projects to support individual departments, as well as donor engagement efforts.			

Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
<p>4. Manages and maintains, on an ongoing basis, priority fundraising information in both print and online for the School of Arts and Sciences and University of Rochester Libraries including but not limited to naming opportunities, project/program purpose and advertising pieces.</p> <p>5. Plans and contributes, on a monthly basis, to the pipeline and capital projects meetings for School for Arts and Sciences and the University Libraries. This includes creating and maintaining prospect lists; developing, publishing, and distributing meeting agendas and items for discussion; proactively preparing and compiling background information as needed.</p> <p>6. Research university publications/resources and build connections with AS&E faculty and staff to understand and promote events and activities that engage our constituents and help develop future prospects pools for AS&E Advancement.</p>			
<p><u>Financial Support and Data Integrity</u></p> <p>1. Accurately processes all gifts, including in-kind donations, received by ASE/The College.</p> <p>2. Monitors gifts from Regional Advancement to ensure proper submission, accuracy of entry and accuracy of allocation on a daily basis.</p> <p>3. Keeps current with proper level OASIS training within database systems to maintain access.</p> <p>4. Manages all vendor business payments in coordination with multiple ASE and Library Departments and budgets. Includes collaborating with finance officers within departments outside of advancement. Ensure accurate accounting for multiple departments and accounts including those that maintain similar titles.</p> <p>5. Audits, prepares reports and presents documentation on all allocations/accounts within each department and program in the School of Arts and Sciences and the University Libraries. Independently ensures accuracy of asset allocation and donor intent to ensure that Deans, department chairs, and program directors understand how they may spend philanthropic funds on a quarterly basis.</p>	20%	Y	Y
<p><u>Fundraising and Prospect Management</u></p> <p>1. Identifies and compiles information to support cultivation and solicitation plans for 5 gift officers. This includes using independent judgement in monitoring prospects and proposals and gives advice on needed actions.</p> <p>2. Creates systems and reports to assist 5 gift officers in effective moves management process to ensure fundraising efforts are moving</p>	15	Y	Y

Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
<p>through the stages of the fundraising cycle from identification, engagement and evaluation to solicitation, and stewardship. This goes hand-in-hand with the donor cultivation cycle, which focuses on building relationships with donors.</p> <p>3. Generates and maintains prospecting reports to be shared with Deans, Department Chairs, Vice Provost and Dean of University Libraries and gift officers.</p>			
<p><u>Special Projects</u></p> <p>1. Manages APD credit-eligible Rock Star Faculty Series. On a monthly basis, strategically and independently coordinates with Learning and Development team to arrange and plan for internal and campus partner speakers. Manages communication with invited speakers and advancement colleagues.</p> <p>2. Manages fundraising and stewardship initiatives for Arts and Sciences and University Libraries including targeted department related advancement mailings and event invitations. Works closely with advancement and campus partners to plan and oversee initiatives. This includes collaboration with the Donor Engagement team to execute the distribution of thank you gifts and donor recognition that support the School of Arts and Sciences and University Libraries fundraising and stewardship efforts.</p> <p>3. Researches, identifies and collaborates with Advancement Communications on possible stories related to unique gifts and faculty accomplishments for external publication and acknowledgement</p>	10	Y	Y
<p><u>Administrative Support</u></p> <p>1. Oversees and provides administrative support to the Arts and Sciences and University Libraries advancement teams.</p> <p>a. Responsible for a wide scope of duties requiring a thorough understanding of administrative processes, procedures and practices; this requires a comprehensive knowledge of multiple database and calendaring systems, reimbursement processes, cultivation/solicitation plans, stewardship processes and key priorities for each school and department.</p> <p>2. Independently prepares 5 gift officers for travel each traveling an average of 2x per month. Includes creating itineraries, processing contact reports, and making updates as needed. Anticipates the need for and procurement of background material. Maintains frequent communication as appropriate with the Vice Provost and Dean's Offices in coordinating shared travel plans between gift officers and the Vice Provost and Deans. This can also include advancement associated travel for faculty within the School of Arts and Sciences and University Libraries.</p>	10		

Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
<p>3. Manages and submits expense reports according to the University of Rochester expense procedures for 5 gift officers. Must be aware of current University regulations for reimbursement and documentation, attending training sessions as needed to stay abreast of changing regulations.</p> <p>4. Coordinates and executes fundraising reports for 5 gift offices as well as department chairs, deans and other administrators in the School of Arts and Sciences and University Libraries. Independently provides regular updates on funds raised to said entities.</p> <p>5. Manages calendars for the 5 gift officers, making decisions between competing events, ensuring sufficient transition time between meetings, and coordinating complex large group meetings.</p>			
<p><u>Volunteer Management:</u></p> <p>Plans and manages Arts and Sciences Dean's Advisory Network (DAN) and Library National Council meetings. Accurately prepares agenda, meeting materials, attendance reports, member bios and updates. Distributes materials 10 days prior to meeting date and prepares meeting minutes within 10 days of the meeting.</p>	10	Y	Y
<p><u>Event Support</u></p> <p>Partners with colleagues on University and AS&E development events and activities, to include donor targeting, management of logistics, day of coordination and documentation.</p>	5	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	Bachelors	Required
Experience	Three years of relevant work experience or an equivalent combination of experience and education. Higher-education experience preferred.	Required

Knowledge, Skills & Abilities	Strong skills in written and oral communication, professional demeanor, and ability to work effectively in a complex university setting, interfacing with administrators, faculty, and distinguished alumni, parents, and friends of the university. Strong collaborative and interactive skills are essential.	Required
	Must have good judgment, be able to problem solve, embrace the team concept, have excellent customer relations skills and be able to adjust to changing priorities and challenges in a busy environment.	Required
	Ability to operate the Microsoft Office suite, particularly Excel and Word, relational customer databases, and basic office equipment.	Required

JOB SCOPE

Place an "X" next to the **ONE** statement that applies in each category.

Critical Thinking	
	Basic level of problem solving ability. Follows policies and procedures where facts are readily available.
X	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.
	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.
X	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.
	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)	
X	No supervisory responsibility
	Non-supervisory leader (Example: team leader, coordinator, or mentor)
	Supervisory (two or more fulltime direct reports or equivalent)
Planning	
	Executes goals and objectives established by supervisor or manager.
X	Develops individual goals and sets individual daily priorities and tasks. Goals and objectives are monitored by supervisor or manager.
	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 <i>(Please check all that apply)</i>	
X	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
	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	Rarely	
Balancing	Occasionally	
Lifting/Carrying	Rarely	Up to 20 lbs.
Pushing/Pulling	Rarely	
Bending	Rarely	
Squatting	Rarely	
Kneeling	Rarely	
Twisting/Turning	Rarely	
Climb	Occasionally	
Stoop	Rarely	
Overhead Reaching	Rarely	
Typing/Keyboarding	Continuously	
Driving (car/equipment)	Occasionally	
Critical Thinking/Organization	Frequently	
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 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

HR Business Partner:

Compensation Analyst:

Approver:

Signature

Date

