

**EXECUTIVE DIRECTOR FOR ADVANCEMENT  
ACADEMIC PROGRAMS**  
**University of Rochester Medical Center Advancement**  
Grade 58

**General Purpose:**

The Executive Director of Advancement for the URMCAcademic Programs is responsible for the planning, shaping and directing of a comprehensive advancement and alumni engagement program and reports to the Associate Vice President, URMCAcademic Programs. The Executive Director will work closely with the Deans of the schools of School of Medicine and Dentistry (SMD), School of Nursing (SON) and Eastman Institute for Oral Health (EIOH), the AVP and the Senior Associate Vice President for University Advancement, URMCAcademic Programs, to identify and articulate Philanthropic priorities. The Executive Director will manage both the fundraising and alumni engagement staff to strategically execute major gifts, special gifts, annual gifts and alumni relations programs, and working in coordination with central units, to manage stewardship, planned, corporate, and foundation gift programs.

This role will carry a portfolio of roughly 75 Leadership and Major Gift prospects and will require national travel, potentially international.

**Specific Responsibilities:**

**(45%) Leadership and Major Gifts**

With latitude for independent judgment, actively works with alumni and friends related to the academic programs at URMCAcademic Programs. Responsibilities include but are not limited to:

- Works with the Deans and school Directors to establish priorities for the schools and their constituencies;
- Manages an active portfolio of 75 major gift (\$100,000 +) and Leadership prospects, maintaining a high level of visits and solicitations, and closing gifts as outlined in annual performance metrics contract;
- Finds many different avenues to engage prospects, creates relationship to institution, builds lasting relationships based on trust, utilizes three-part giving, and documents donor history;
- Creates donor-centricity by listening to donor's interests and motivations; understands their values, is personal in a non-personal world, provides extraordinary stewardship by demonstrating impact;
- Focuses on goals, works with top prospects, overcomes obstacles, asks often and well, sees through to completion, and never gives up;
- Brings energy and enthusiasm to role, is strategic not reactive, takes the lead, makes decisions, has emotional fortitude, and provides exceptional service to all and are committed to excellence in everything you do
- Maintains regular contact with prospects and donors through personal visits, letters and phone calls; identifies alumni and friends with volunteer leadership potential;
- Work closely with the Office of Planned Giving for planned giving marketing strategies as well as University Advancement Foundation Relations staff for grant proposals;
- The Executive Director will actively use OASIS System for research, reports and mailing lists; will prepare "call reports" following visits and events; will work with University Advancement Prospect Research departments, gifts and donor records, stewardship office for prospect information, acknowledgement process, and stewardship of donors.

**(20%) Alumni Relations, Annual Giving and Volunteer Engagement**

- Through management of staff, Executive Director will: identify strategic goals and formulate effective plans to support, coordinate and manage Alumni and Reunion activities and special

events and create direct appeals, growing dollars raised annually and develop and support a volunteer engagement program that is in line with Advancement goals.

(15%) Leadership and Management

- The Executive Director will set a clear vision with a compelling case for support, will define each person's role, and we will set clear goals and ensure they align with the Institution and Medical Center's strategic plans;
- The Executive Director will ensure operational excellence with systematic planning, written practices, proactive staffing, the removal of barriers, and the ongoing education and training of staff;
- The Executive Director will create a climate for results by setting the pace, driving and measuring the quantity of our activity with metrics and the quality of our activity with moves management, motivating with ownership, and be accountable;
- The Executive Director will nurture our relationships with 360 feedback, strong communications, positive attitudes and teamwork;
- The Executive Director will ensure the Academic Programs office will be full partners with University Advancement, leveraging their resources and support to achieve the Medical Center and University goals;
- The Executive Director will seek renewal through process improvement, personal development and work/life balance.
- The Executive Director will prepare budget and operational plans, monitor expenses and prepare progress reports;
- The Executive Director will supervise the Academic Programs staff, working in conjunction with the AVP and the UR Advancement Talent Management Office, oversees, monitors, and manages administrative duties including recruiting, hiring, training, management, individual performance goals, performance reviews, personnel actions and all HR matters related to the program.

(10%) Council and Board Development and Strategy

- Through management of staff, Executive Director will: identify strategic goals and formulate effective plans to engage and manage current, past and future board and council members.

(10%) Other Duties

- Performs other duties as assigned by the AVP, Deans, Directors, and Senior Associate Vice President for University Advancement, URM.

**Basic Requirements:**

The incumbent must have a Bachelor's degree and should have at least 10 years of advancement experience with at least 5+ years of successful major gift work. A Master's degree is preferred, as is development experience in a medical setting. The position requires proven managerial and business skills, a high energy level and a talent to motivate others. The ability to handle confidential matters is essential as is a management orientation that focuses on results and the necessary planning for short- and long-term success. The ability to work as part of a team in a fast paced environment is key.