Associate Director of Development–2021-25841

Updated: Oct 20, 2021
Location: UC Irvine Campus
Job Type:
Department: Engr DO Development

Job Opening ID: 25841
Reports To: Senior Director of Development
Working Title: Associate Director of Development
Department: Engr DO Development
Bargaining Unit: 99
FLSA: Exempt
Payroll Job Code: 007547
Job Location: UCI Campus- Irvine
Percent of Time: 100%
Work Schedule: 8-5, M-F
Employee Class: Career

Position Summary:

Founded in 1965, the Henry Samueli School of Engineering educates more than 4,600 students (3,728 undergraduates and 961 graduates) with an integrative approach that blends fundamentals, research, and hands-on experience. The School’s aim is to unleash innovation, create opportunities and inspire ingenuity. The School’s faculty members are leaders in their disciplines who have achieved worldwide recognition for their research and dedicated teaching. The School includes six academic departments. Under the leadership of the Dean, the School pursues research that is timely, socially responsible and cutting edge, and works in partnership with industry, state, and federal agencies to promote the transfer of research to applications that benefit society. Current research thrusts include Communications and Information Technology, Energy and Sustainability, Human Health, and Advanced Manufacturing and Materials. The Development Unit in the Dean’s Office in addition to this position consist of a Chief Development Officer, a Senior Associate Director of Corporate Relations and a Development Coordinator and raise an average of $15M to $20M annually.
Under the general direction of the Chief Development Officer, the Associate Director of Development is a fundraising professional who works collaboratively with the Development team in the Samueli School of Engineering and University Advancement colleagues to lead specific campaign development programs and secure significant philanthropic support for the Samueli School of Engineering, with a goal of raising $500,000 annually in annual and major gifts. The scope of responsibilities includes qualification, cultivation, and solicitation of new and existing donors, donor engagement, meeting metrics, development and coordination of fundraising programs, development of collateral material, presentations, newsletters, stewardship, and coordination of leadership meetings. The incumbent performs coordination of complex duties that engages with confidential and sensitive information of a broad scope related to donor relations, annual and major gift fundraising, and public relations. Incumbent is a motivated individual willing to partner with development officers, and faculty in priority areas to create opportunities for friends, alumni, and corporations to give. The Associate Director of Development will manage and implement the annual fund, solicit leadership annual fund donations, and solicit major gifts.

**Key Responsibilities**

List key functions and the estimated percentage of time spent performing each of the responsibilities. Indicate which responsibilities are considered "Essential" to the successful performance of the job as defined by the EEOC: “Essential functions are the basic job duties that an employee must be able to perform. You should carefully examine each job to determine which functions or tasks are essential to performance.”

**Example:**

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<tr>
<th>% of time</th>
<th>Essential Function (Yes/No)</th>
<th>Key Responsibilities (To be completed by Supervisor)</th>
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<tbody>
<tr>
<td>15</td>
<td>Yes</td>
<td>Performs basic design, development, modification and debugging of software. Evaluates basic software for functional areas. Analyzes existing software or works to formulate logic for basic systems, prepares basic specifications and performs coding.</td>
</tr>
<tr>
<td>15</td>
<td>Yes</td>
<td>Provides analysis and information of complex results or activities, and makes recommendations to upper management for program changes or development of new programs as required. Plans, schedules, and implements fundraising and alumni relations projects and programs, including the annual fund, alumni relations outreach, corporate and individual donor search activities, etc.</td>
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<td>15</td>
<td>Yes</td>
<td>Designs, organizes, and implements special events and has direct interaction with alumni and other donors. Creates an effective pipeline of donor prospects to provide a steady flow of prospects, donors, and volunteers to higher levels of giving. Maintains</td>
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and encourages close working relationships between Annual Programs, Principal Gifts, Legacy Planning, and unit-based development officers.

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<td>10</td>
<td>Yes</td>
<td>Develops strategies within existing policy guidelines. Participates in short- and long-range strategic planning for the School. In collaboration with Marketing and Communications formulates and executes an annual communications plan to support fundraising. In collaboration with the Chief Development Officer and the School's Marketing and Communication team, creates and implements a strategic communications plan and proposals with the goal of effectively marketing the school, its academic departments, faculty and research activities for development purposes.</td>
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<td>20</td>
<td>Yes</td>
<td>Ensures that predetermined fundraising goals are met. Conducts 15 documented substantive meetings per month. Qualifies five 5 new gift prospects through personal appointments each month. Works closely with internal and external stakeholders to determine which identified prospects have viable potential to make gifts of $20,000 or more. Responsible for individually securing a minimum of $500,000 annually in new gifts and commitments within the $1,000-$25,000 range.</td>
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<td>20</td>
<td>Yes</td>
<td>Identifies, cultivates, solicits and / or stewards a portfolio of 60-100 donor prospects at the $1,000 to $25,000 level in collaboration or independently. Conduct extensive outreach and some discovery calling to qualify prospects. Utilizes and updates donor database as required by University prospect management policies including filing contact reports and opening and closing proposals.</td>
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<td>10</td>
<td>Yes</td>
<td>Assists in detailed planning of fund development and annual solicitation programs. In partnership with the Chief Development Officer, develop an annual plan for fundraising.</td>
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<td>10</td>
<td>Yes</td>
<td>Provides support to the Chief Development Officer with the management of the strategy for the Dean and Executive Boards, recruits major gift prospects with an inclination to serve in a volunteer role. Provides assistance to deans, administrators, department chairs and faculty in the identification and solicitation of donors, corporations and foundations.</td>
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Compensation Range:

Annually: $74,000.00 - $91,250.00

Department Website:
Required:

2-5 years of professional fundraising experience, preferably at a higher education institution; or equivalent combination of education/experience.
Bachelor's degree in related area and/or equivalent experience/training.
Thorough working knowledge of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques.
Strong knowledge of applicable laws, rules, regulations, policies, etc.
Strong written and interpersonal communication skills to establish and maintain good working relationships throughout the organization and with outside constituencies.
Ability to prepare complex and detailed proposals and related materials.
Strong organizational, analytical, and critical thinking skills, including skills in creative and effective decision-making and problem identification/avoidance/resolution, and project management skills. Strong skills in maintaining confidentiality.
Understanding of academic, research and education functions and operating principals of a major research university.
Ability to work independently with department, school, and institutional goals in mind.
Team-oriented strategist able to effectively manage complex situations involving multiple and sometimes competing constituencies.
Skill in communicating persuasively, both orally and in writing, about private philanthropy in general and in particular as it applies to UCI.

Preferred:

Campaign fundraising experience.
Thorough working knowledge of the location, its vision, mission, goals, objectives, achievements, and infrastructure.
Working knowledge of Salesforce or comparable a donor/prospect database system

Special Conditions Preferred:

Required to drive on occasion in order to perform the routine or essential job responsibilities for the position.
Must possess a valid California driver license and participate in the DMV Pull Notice Program.

Final candidate subject to background check. As a federal contractor, UC Irvine is required to use E-Verify to confirm the work status of individuals assigned to perform substantial work under certain federal contracts/subcontracts.

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity,
national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy.

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500.