



# Executive Director of Development - 46651-1A

Updated: Dec 9, 2022

Location: Irvine-Campus

Job Type:

Department: Engr DO Development

**Job Opening ID:** 46651

**Reports To:** Stacey Nicholas Dean of Engineering

**Working Title:** Executive Director of Development

**Department:** Engr DO Development

**Bargaining Unit:** 99

**FLSA:** Exempt

**Payroll Job Code:** 000465

**Job Location:** UCI Campus- Irvine

**Percent of Time:** 100%

**Work Schedule:** 8-5

**Employee Class:** Career

## Position Summary:

Founded in 1965, the 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 Executive Director of Development (EDOD) for the Samueli School of Engineering is a senior-level development professional who works collaboratively with the Dean of the Samueli School of Engineering and University Advancement (UA) to lead the development program of the School and secure significant philanthropic investments to support it. The primary activities of the

EDOD are externally focused to secure private philanthropic support, develop and implement philanthropic priorities for the School, establish strategic relationships with external organizations, and to promote the School’s research and education mission in community. The EDOD’s effectiveness will be evaluated on the ability to achieve financial goals and meet metrics. The EDOD reports directly to the Dean, with a dotted line to University Advancement. The EDOD is expected to serve as a member of the Dean’s leadership team and to also be a highly collaborative colleague within the School and with other development officers across the campus.

**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:**

25%      Essential      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.

% of time	Essential Function (Yes/No)	Key Responsibilities (To be completed by Supervisor)
25	Yes	<p>Manages a moderately complex fundraising program, comprised of the full range of development programs and includes responsibility for other external relations functions, such as volunteer coordination and management, donor relations and stewardship ensuring compliance with all UCI policies and procedures including but not limited to solicitation and acceptance of gifts, prospect management, alumni and support group policies and naming policies.</p> <p>Create and implement strategies for specific individual, corporate, and foundation prospects that include cultivation, solicitation, and stewardship of each prospect. Work closely with staff from the offices of Corporate Relations and Foundation Relations within University Advancement.</p> <p>Create and direct the structure, organization, and implementation of a robust group for alumni of the Samueli School of Engineering (SSoE), including the launch of an alumni network to continually increase the annual giving outreach effort for the School.</p>

10	Yes	<p>Provide leadership, vision, and oversight to SSoE development staff to support the development efforts of the School.</p> <p>Supervise the Associate Directors of Development. Collaborate to outline strategies to identify, cultivate, solicit, and manage a portfolio of defined metrics, donor prospects with the capacity to make both restricted and unrestricted annual contributions up to defined ranges.</p>
5	Yes	<p>Coordinate closely with Communications staff in the SSoE for the development of collateral materials and the development of appropriate messaging to donors and other audiences.</p> <p>Develop and oversee the implementation of methods for recognizing and maintaining regular contact with past and current donors to SSoE.</p> <p>Ensure that the School is represented in appropriate settings to support awareness of the School and the development of personal relationships between School leaders and high-capacity prospects.</p>
5	Yes	<p>Conceives, creates, develops, implements, evaluates and manages development programs and strategies to meet predetermined goals and objectives, ensuring predetermined goals are met.</p> <p>Develop plans and build appropriate development infrastructure and funding sources in order to effectively manage annual giving, donor stewardship, external communications and alumni relations for the School.</p>
15	Yes	<p>Manages a personal portfolio of high capacity donors and donor prospects.</p> <p>Oversees and manages the identification, cultivation and solicitation of donors and donor prospects by:</p> <p>Conducting at least 15 documented personal appointment contacts per month;</p> <p>Qualifying 60 new major gifts prospects through personal appointments;</p> <p>Soliciting 15 major gift prospects at \$50k+ annually;</p> <p>Conducting 15 stewardship moves annually, including hand delivering stewardship reports; and</p> <p>Responsible for individually securing a minimum of \$3 million in new gifts and commitments and overseeing \$6M as part of the School's Development Team.</p>
15	Yes	<p>Conducts and participates in short- and long-range strategic planning. Works closely with the Dean, supports the Dean's fundraising priorities in coordination with University Advancement, and serves as a member of the School's leadership team.</p> <p>Advise and/or manage the Dean, Directors and other faculty, and senior UCI administrators in managing their relationships with volunteers and other donor prospects as they relate to the School's overall fundraising programs.</p>

		<p>Organize and direct donor solicitations as appropriate that involve key volunteers, academic leaders, and faculty.</p> <p>Provide consultation and direction to individual faculty in planning and presenting specific research and educational programs to specific external/private funding sources.</p>
15	Yes	<p>Oversees and manages the identification, cultivation and solicitation of donors and donor prospects. Develops and executes prospect strategies leading to solicitation and philanthropic investment.</p> <p>Design and implement a proactive prospect identification program utilizing all available resources to identify individuals capable of making gifts in targeted ranges.</p> <p>Prepare written proposals and/or other special materials for use in donor cultivation, solicitation and stewardship.</p> <p>Organize, manage, and/or conduct research activities supporting the identification of new prospects and the creation of solicitations that leverage the maximum philanthropic potential of donors.</p> <p>Create, direct, and monitor a comprehensive individual giving program that will include annual giving, donor stewardship, and some development communications.</p> <p>Coordinate regular review of the prospect list to re-prioritize as needed to ensure appropriate focus on the most likely major gift prospects.</p> <p>Conceives, creates, develops, implements, evaluates and manages development programs and strategies to meet predetermined goals and objectives, ensuring predetermined goals are met.</p> <p>Develop plans and build appropriate development infrastructure and funding sources in order to effectively manage annual giving, donor stewardship, external communications and alumni relations for the School.</p>
5	Yes	<p>Plans and monitors an annual development operating budget.</p> <p>Is responsible for compliance with all UCI policies and procedures including but not limited to: solicitation and acceptance of gifts, alumni and support group policies, and naming policies.</p>
5	Yes	<p>Participates, as a member of the UA constituent development team, in development activities on a campus level and serve as a resource to other unit-based development colleagues about the school's fundraising opportunities.</p> <p>Work in concert with the Dean and University Advancement leadership to nominate and recognize, as appropriate, key donors for University and community philanthropic awards.</p>

**Compensation Range:**

\$112,100 - \$144,100

**Department Website:**

<https://engineering.uci.edu/>

**Required:**

- Seven to ten years successful professional development and/or fundraising related experience, preferably in higher education.
- Bachelor's degree in related area and / or equivalent experience / training.
- Excellent written, oral and interpersonal communications skills, including excellent political acumen skills, to build and maintain effective working relationships within all organizational levels and with outside constituencies. Skill in communicating persuasively, both orally and in writing, about private gift fund-raising in general and in particular as it applies to UCI and SSoE. Excellent skills in meeting predetermined goals and objectives, including securing gifts and meeting fundraising goals. Documented success personally implementing sophisticated multi-year cultivation strategies that leverage a relationship-building, moves management approach leading to successful gift closure and secures philanthropic investments.
- Excellent strategic planning, critical thinking, analytical, problem-solving, persuasion / negotiation skills and marketing skills. Team-oriented strategist able to effectively manage complex situations involving multiple and sometimes competing constituencies Ability to work independently with both School and institutional goals in mind Understanding of academic, research and education functions and operating principles of a major research university. Ability to conceptualize, design and implement a development program. Ability to direct the design of strategies for cultivation and solicitation of donor prospects. Ability to work effectively with other advancement staff in devising, analyzing, modifying, implementing and evaluating overall University Advancement program. Problem solver who can take initiative and set priorities while being flexible Ability to balance and prioritize SSoE needs and to advise as to productive and effective fundraising outreach and interactions with donors and alumni.
- Skill and ability to establish and maintain excellent relationships with alumni, friends, and organizations who have previously given to the SSoE and or University of California, Irvine. Strong network within local philanthropic community, including businesses which have strong social responsibility initiatives. Ability to collaborate across the organization to effectively drive priorities and/or solve problems. Proven leadership abilities to establish department goals and motivate and influence others to achieve. Demonstrated management ability to direct and supervise professional and staff positions; ability to train, motivate and provide effective and sound judgment and leadership. Successful fund-raising experience in the million-dollar range and experience in directing a complex development program.

- Demonstrated high level skill in assessing needs and developing strategies to support diversity and inclusion. Experience-based knowledge of all aspects of fundraising, donor and public relations including advanced knowledge of applicable laws, rules, regulations, policies, etc. Excellent knowledge of the Samueli School of Engineering (SSoE), its achievements, vision, mission, goals, objectives, applicable policies, infrastructure and current issues of concern and knowledge of issues of concern for higher education, generally. Excellent knowledge of leadership / management concepts, procedures, techniques and best practices.
- Excellent leadership / management skills to select, train, mentor, evaluate establish goals and motivate staff. Strong management skills with a record of building consensus and cohesion within staff.

**Special Conditions Preferred:**

- Ability to work nights and weekends (<10% time) when necessary to complete Key Responsibilities
- Ability to travel (<10% time) to complete Key Responsibilities

**Conditions of Employment:**

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

- Background Check and Live Scan
- Legal Right to work in the United States
- Vaccination Policies
- Smoking and Tobacco Policy
- Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

- California Child Abuse and Neglect Reporting Act
- E-Verify
- Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - <https://hr.uci.edu/new-hire/conditions-of-employment.php>

**Closing Statement:**

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](#).

We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming.

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or [eec@uci.edu](mailto:eec@uci.edu).

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