

Associate Director of Development, Samueli School of Engineering (Hybrid)

Req ID: 111699

Payroll Job Title: 007547-FUNDRAISER 3

Location(s): Irvine, California

Organization: UCI Campus

Division: Henry Samueli School of Engr

Department: Engr DO Development

Reports To Title: 007597-HR GENERALIST 4

Position Type: Full Time

Salary Range Minimum: USD \$88,000.00/Yr.

Salary Range Maximum: USD \$161,600.00/Yr.

Job Description

Who We Are

Founded in 1965, UC Irvine is a member of the prestigious Association of American Universities and is ranked among the nation's top 10 public universities by U.S. News & World Report. The campus has produced five Nobel laureates and is known for its academic achievement, premier research, innovation and anteater mascot. Led by Chancellor Howard Gillman, UC Irvine has more than 36,000 students and offers 224 degree programs. It's located in one of the world's safest and most economically vibrant communities and is Orange County's second-largest employer, contributing \$7 billion annually to the local economy and \$8 billion statewide.

To learn more about UC Irvine, visit www.uci.edu.

Founded in 1965, the Samueli School of Engineering educates approximately 5,000 students (4,000 undergraduates and 1,000 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 and broad range of associated research and administrative units. 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.

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

The Development Unit in the Dean's Office in addition to this position consist of an Executive Director of Development, an Associate Director of Development, a Senior Associate Director of Corporate Relations and a Development Coordinator and raise an average of \$15M to \$20M annually.

Key Responsibilities (Total Percentage Must Add to 100%)*

Key Responsibilities % TIME

- 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.

15%

- 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 and encourages close working relationships between Annual Programs, Principal Gifts, Legacy Planning, and unit-based development officers.

15%

- Develops strategies within existing policy guidelines. Participates in short- and long-range strategic planning for the School.

15%

Key Responsibilities (Total Percentage Must Add to 100%)*

Key Responsibilities % TIME

In collaboration with Marketing and Communications formulates and executes an annual communications plan to support fundraising.

In collaboration with the Executive Director of Development Chief Development Officer and the School's 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.

- 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.

15%

- 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.

15%

- Assists in detailed planning of fund development and annual solicitation programs. In partnership with the Chief Development Officer, develop an annual plan for fundraising.

15%

- Provides support to the Executive Director of Development 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.

10%

Expected Annual Salary Hiring Range: \$88,000 - \$106,400.

Your Role on the Team

Under the direction of the Executive Director of Development, the Associate Director of Development is a fundraising professional who works collaboratively with the Development team in the Samuelli School of Engineering and University Advancement colleagues to lead specific campaign development programs and secure significant philanthropic support for the Samuelli School of Engineering, with a goal of raising \$500,000 annually in annual and major gifts. The scope of responsibilities include: 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. The position leads with stewardship of events organized for targeted donors and stakeholders, and additional events for donors and high profile constituents.

What It Takes to be Successful

Required:

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.

Bachelor's degree in related area and / or equivalent experience / training

Preferred:

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

3-5 years Professional fundraising experience, preferably at a higher education institution; or equivalent combination of education/experience. Campaign fundraising experience preferred.

Special Conditions:

Required to drive own vehicle 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.

Total Compensation

In addition to the salary range listed below, we offer a wealth of benefits to make working at UCI even more rewarding. These benefits may include medical insurance, sick and vacation time, retirement savings plans, and access to a number of discounts and perks. Please utilize the links listed here to learn more about our compensation practices and benefits.

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

Employment Misconduct*

Legal Right to work in the United States

Vaccination Policies

Smoking and Tobacco Policy

Drug Free Environment

*Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

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 is an Equal Opportunity Employer. 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 Anti-Discrimination 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.

Consideration for Work Authorization Sponsorship

Must be able to provide proof of work authorization