UNIVERSITY OF CALIFORNIA, IRVINE

In a relatively short period of time, the University of California, Irvine has achieved tremendous success. A top public university, UCI has become internationally-recognized for improving lives through research and discovery, fostering excellence in scholarship and teaching, and engaging and enriching the community. And, with plans for major campus growth and well into a comprehensive campaign, the future is even brighter… As part of the university's on-going growth, UCI is constantly adding to its fundraising team. The university is seeking experienced, innovative development professionals to lead our fundraising efforts at a time of great excitement and opportunity for the campus.

We offer competitive salary ranges, excellent benefits—including a minimum of three weeks of vacation per year—and career advancement opportunities. UCI is an equal opportunity employer committed to excellence through diversity. UCI Human Resources, 111 Theory, Suite 200, Irvine, CA 92617.

Job Summary:

The Director of Development (DOD) for the UCI Libraries is a senior professional who works collaboratively with the University Librarian and University Advancement to lead the Libraries' development program and secure significant philanthropic investments to support it. The primary activity of the DOD is externally focused to secure private philanthropic support and the DOD's effectiveness will be evaluated on the ability to achieve financial goals and meet metrics. The DOD reports directly to the University Librarian, with a dotted line to the Assistant Vice Chancellor of Constituent Development. The DOD is expected to be a highly collaborative colleague with other development officers across campus.

Job Requirements

SPECIFIC RESPONSIBILITIES

Direct the implementation and coordination of a comprehensive development program by identifying, qualifying, cultivating and soliciting annual, major and planned gifts for the UCI Libraries to meet the philanthropic objectives of the Libraries using the policies and procedures established by UA for best practices.

Oversee the recruitment, organization, training and support of a council of volunteers who will assist the University Librarian in raising funds on behalf of the Libraries.

Work routinely and closely with the University Librarian, supports the University Librarian s
fundraising priorities, and serve as a member of the Libraries Management Forum:

Work with the University Librarian, AULs, and department heads to identify, funding opportunities within the Libraries and work with the University Librarian to assess and prioritize these opportunities

Foster successful fundraising in the Libraries by preparing the University Librarian and other leaders to participate routinely and effectively in development activities and prospect appointments

Direct programs that encourage relationships with the Libraries donors, prospects, and former employees, including the development of fundraising programming to engage previous and new donors through Library Partner events and through University Advancement’s prospect management and research unit

Develop opportunities for interaction with the University Librarian and key individuals to strengthen the prospects and donors understanding of and relationship with the Libraries and the University and expand awareness of Libraries needs among donors.

Work collaboratively with various library units that handle publications and events in order to advance and align the Libraries image and reputation with its philanthropic constituencies

Oversee the Libraries' stewardship efforts using UA’s systems for gift recording, reporting, and acknowledgments

Coordinate regular review of the prospect list to re-prioritize as needed, to ensure appropriate focus on the most likely major gift prospects.

Develop and execute a comprehensive, plan including strategies to achieve specific annual giving goals for the Libraries. Set and exceed annual, measurable goals. These goals include annual dollars raised and newly identified and engaged prospects.
Build the Libraries pipeline of support from alumni, former employees, board members, and the corporate sector by:

- Conducting at least 12 documented personal appointment contacts, per month
- Qualifying 30-40 new major gift prospects through personal appointments, annually
- Soliciting 24 major gift prospects, annually
- Conducting 10-15 stewardship moves annually, including hand delivering stewardship reports
- Securing $1 million in new gifts and commitments for the Libraries

Proactively manage a portfolio of individual, corporate, and foundation prospects, developing and executing prospect strategies leading to solicitation and philanthropic investment:

- Guided by the direction and scope of a prospect’s interest, collaborate with other Libraries staff and other UCI fundraisers to leverage prospect’s maximum philanthropic potential
- Manage relationships with key private foundations by building relationships with UA foundation relations officers, ensure effective and timely grants management and stewardship, and develop and submit written proposals, budgets, and other collateral materials
- Collaborate with various UA offices and functions -- including stewardship, research and prospect management, financial services, annual giving, and development -- to advance these prospect strategies and use the UA prospect management and tracking system

Participate, 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 UCI Libraries fundraising opportunities

Plan and monitor an annual development operating budget.

Coordinate with appropriate parties to draft and execute gift agreements to document major gifts.

Work with other Libraries staff to maintain appropriate gift processing, gift acknowledgements and record keeping for gifts, including gifts-in-kind. Ensure compliance with all terms of gift agreements.
Work in a fast-paced, results oriented environment with complex and evolving relationships and priorities.

Relationships

Reports to the University Librarian to coordinate fundraising campaigns or projects for the UCI Libraries in accordance with campus and University fundraising policies. Dotted line reporting relationship to the Assistant Vice Chancellor of Constituent Development.

Work directly with librarians and staff of the UCI Libraries and other related entities.

Collaborative and collegial approach to all work with UCI colleagues.

Maintain effective working relationships with other departments in University Advancement.

Participate in the campus prospect management system, development officer forums and University Advancement planning meetings.

Scope

Is responsible for fundraising and external relations budget.

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.

SKILLS, KNOWLEDGE AND ABILITIES:

Required:

Bachelor’s degree and five years successful professional development and/or fundraising related experience, preferably within an academic/research university, other research institution, or library/museum environment: OR, any equivalent combinations of education and/or experience from which comparable knowledge, skill and abilities have been achieved.

Experience-based knowledge of principles and practices of fundraising for a comprehensive research university.

Understanding of academic, research and education functions and operating principles of a major research university and university library.

Strong collegial interpersonal skills and an ability to communicate effectively in person, in writing, and by phone with people within and outside the University.
Experienced in operating under a prospect moves-management system that utilizes a central database.

Self-starter able to secure personal appointments and qualify a significant volume of new prospects.

Collaborative in nature knowing that many donors’ interests involve multiple parts of the university.

Experience with personally implementing sophisticated, multi-year cultivation strategies that leverage a relationship-building and moves-management approach leading to successful gift closure.

Demonstrated achievement in securing philanthropic investments.

Ability to work independently with both UCI Libraries and institutional goals in mind.

Problem solver who can take initiative, set priorities, and meet deadlines while being flexible.

Clarity of focus while juggling complex projects and/or deadlines. Ability to meet demanding work schedule expectations.

Team-oriented strategist able to effectively manage complex situations involving multiple and sometimes competing constituencies.

Ability to represent the institution professionally, externally and internally.

Ability to prepare complex and detailed proposals and related materials.

Attention to detail and thoroughness in completing assigned duties.

Highly organized and able to handle multiple projects.

Working knowledge of Microsoft Office and Elucian (Advance) or comparable a donor/prospect database system.

Adept at navigating complex environments with evolving priorities and communication plans.

Demonstrable experience in stewardship plans leading to additional investments.

Ability to exercise good judgment, confidentiality and discretion in communicating with colleagues and constituents.

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