

Directors of Development (Arts, Humanities, Social Sciences)

Job ID: 76291

JOB POSTING

We are seeking three fundraising professionals to serve as Directors of Development for the following divisions:

- Director of Development, Arts
- Director of Development, Humanities
- Director of Development, Social Sciences

These positions will be hired over time, with applications accepted on an ongoing basis. Interviews will be conducted as needed until all roles are filled.

HOW TO APPLY

For full consideration, applicants should attach their resume and cover letter when applying for a job opening. For guidance related to the application process or if you are experiencing difficulties when applying, please review the https://shr.ucsc.edu/talent-acquisition/applicant_resources/index.html on our website.

- https://shr.ucsc.edu/talent-acquisition/applicant_resources/how-to-apply/index.html
- https://shr.ucsc.edu/talent-acquisition/applicant_resources/troubleshooting.html
- https://shr.ucsc.edu/talent-acquisition/applicant_resources/tips-for-applicants/index.html
- https://shr.ucsc.edu/talent-acquisition/applicant_resources/Frequently-Asked-Questions/index.html

INITIAL REVIEW DATE (IRD)

UC Santa Cruz jobs are posted until filled. All application materials submitted by 11:59 pm on the IRD will be routed to the hiring team for consideration. NOTE: Applicants who miss the IRD are still encouraged to apply; their materials will still be forwarded for consideration if requested by the hiring team. Application materials cannot be accepted outside of the jobs portal. Applications cannot be edited on an applicant's behalf. For more information about the IRD and the applicant review process, https://shr.ucsc.edu/talent-acquisition/applicant_resources/ird-and-applicant-review-process.html.

The IRD for this job is: **03-12-2025**

ABOUT UC SANTA CRUZ

UC Santa Cruz is a public university like no other in California, combining the experience of a small, liberal arts college with the depth and rigor of a major research university. It's known as an unconventional place where innovation and experimentation is part of the campus's DNA. That playful, bold spirit still thrives today, all on a campus renowned as among the most beautiful in the world.

DEPARTMENT OVERVIEW

Each position intersects with University Advancement and their respective home division (Either Arts; Humanities; or Social Sciences - See below)

University Advancement supports the teaching, research, and public service of UC Santa Cruz by making and keeping deep, heartfelt connections. Building enduring relationships among students, alumni, faculty, donors, and others is the lifeblood of our work and helps to make UC Santa Cruz a thriving community of knowledge, inquiry, public service, and social mobility.

We are a welcoming group of ambitious and creative professionals pursuing our mission in support of the university's overarching purpose. We take our work seriously because we care - but we don't take ourselves too seriously! The University Advancement culture is lively and dynamic; we value collaboration; and our staff is resourceful, enthusiastic, and hard-working.

The division is a fun, friendly, and open place, and our colleagues are supportive of and positive about each other's goals and aspirations. We often jump in to help where needed, rolling up our sleeves to get the job done. We dare to approach challenges as opportunities. We seek creative ways to overcome obstacles, at times with limited resources, while keeping our eye on the objective: helping students achieve their goals, providing crucial public service, and advancing life-changing research and discovery.

The Arts Division at UCSC offers both creative and critical studies of art and culture at the undergraduate and graduate level. The division is committed to creating a safe, inclusive and welcoming environment for all students to thrive and to celebrating the abundance of diversity in our community. The division builds our students' capacity for creative and critical thinking. Instruction in the arts inspires and develops the skills needed for individual and collaborative thought, analysis, and action within and beyond the university. Faculty consists of artists, performers, historians, critics, makers, and theorists working across the arts in a global context, and addressing some of the most pressing issues of our day.

What does it mean to be human, to analyze and construct the human experience? These are the fundamental questions that guide and unite the learning, teaching and scholarship conducted in UC Santa Cruz's Humanities Division. The exploration and discussion of this query has culminated in some of humanity's most deeply and widely valued beliefs and teachings about ourselves and the world in which we live. Built in 2006, the Humanities buildings provide 85,000 square feet of classrooms, teaching and

research space, language and computer labs, and offices. The Humanities Division is one of the original academic areas of research and teaching in the university.

The Social Sciences Division supports innovative scholarship that changes the world. We develop research-based solutions to urgent problems with a focus on social justice, environmental regeneration, democratic revitalization, and equity, access, and opportunity for all. As social, economic, political, and technological changes transform global society, as social scientists our graduates go on to tackle extremely complex issues, from racism, economic inequity, educational reform, and governance to environmental degradation, international trade and finance, transnationalism, the challenges of emerging worlds, and how the human mind works.

We hope you are inspired by what we do and are excited to contribute to our mission. We are looking for candidates who do great work, and we hope they come from a number of different backgrounds and experiences. We aspire to build an increasingly diverse, equitable, and inclusive workplace. We encourage you to apply even if you do not believe you meet every qualification for the position but possess transferable skills and experiences.

More information can be found at <https://advancement.ucsc.edu/>

JOB SUMMARY

We are seeking three ambitious and enthusiastic fundraising professionals to serve as Directors of Development.

- Director of Development, Arts
- Director of Development, Humanities
- Director of Development, Social Sciences

Under the supervision of the Executive Director of Development and in consultation with their respective Dean, the Director engages current and prospective donors using a variety of means to secure and increase philanthropic support from individuals, corporations, and foundations for the academic priorities of the division and campus as determined by the Dean and the Executive Director of Development.

The Director's major responsibilities include managing the university's relationship with current and prospective major gift donors. With support from University Advancement, the Director will design and implement comprehensive strategies to identify, cultivate, and steward high- and medium-capacity individuals, build engagement of these individuals, and create gift opportunities based on divisional and campus priorities. The incumbent will formulate and coordinate fundraising strategies, determine appropriate stewardship plans for significant donors, and involve the trustees, other high-level volunteers, and academic leaders in connecting these donors to the division and campus to deepen their interest and involvement.

Using advanced fundraising concepts, this position plans, organizes, and directs complex large-scale fundraising campaigns that include multiple components. Results have a major impact on overall program goals and assignments and are typically at the "major gifts" level, including managing portfolios of donors capable of giving gifts of an agreed-upon amount. The Director attends functions and meetings and serves on internal and external committees as a campus representative.

For full consideration for an interview, applicants will be asked to submit a cover letter, resume, and application.

APPOINTMENT INFORMATION

Budgeted Salary: \$104,900 - \$128,400/year. Salary commensurate with skills, qualifications and experience.

Under California law, the University of California, Santa Cruz is required to post a reasonable estimate of the compensation for this role. The salary shown above is the budgeted amount the University reasonably expects to pay and the salary extended should not exceed this posted amount.

Benefits Level Eligibility: Full benefits

Schedule Information:

- Full-time, Fixed
- Percentage of Time: 100%, 40 Hours per Week
- Days of the Week: Mon-Fri
- Shift Includes: Day

Employee Classification: Career appointment

Job End Date: None

Work Location: UC Santa Cruz Main Campus

Union Representation: Non-Represented

Job Code Classification: 000462 (FUNDRAISER 4) - Grade 25

Travel: Up to 25% of the time

JOB DUTIES

70% - Divisional Prospect and Donor Development

- With faculty, volunteers, and staff, identify new sources of potential gift support for the division with a particular focus on divisional priorities in a comprehensive campaign.

- Work with the Executive Director to identify, create, and execute cultivation and solicitation strategies with specific timetables for prospects (individuals, corporations, and foundations).
- Work with the dean, department chairs, faculty, volunteers, and staff to increase and enhance the institution's participation and success in private fundraising.
- Work with both the Dean and the Executive Director of Development to staff and grow the Divisional Advisory Council, consisting of the Division's main supporters.
- Maintain a portfolio of approximately 100 major-gift-level prospective donors, defined as individuals capable of contributing \$50,000 or more. Specific goals for solicitation, cultivation, and discovery moves will be set on an annual basis through the operational planning process. Develop and implement 144 meaningful interactions (moves) with donors and donor prospects annually.
- Personally qualify, cultivate, solicit, and steward assigned donors and prospects, with the aim of raising \$1,000,000 or more per year, once established in the position. Work cooperatively with other development officers, deans, faculty, administrative personnel, and volunteers to develop and coordinate effective donor strategies and gift opportunities. Prepare and edit proposals and presentations needed for the successful solicitation of prospective donors.
- Prepare letters of gift, both simple and complex, to ensure clear and proper gift acceptance that meets the needs of the campus and the donors. This may entail negotiation with donors and campus entities.
- Enter confidential contact reports into the customer relationship management system (CRM).
- Manage biographical data in our CRM following appropriate protocol to ensure data integrity.
- Implement a stewardship program for major donors and to assure regular contact through annual impact reports and various stewardship and cultivation activities and events. This may be in cooperation with the donor relations team.
- Work closely with the prospect research and management team to develop and maintain a pool of major gift prospects. This includes both reviewing and further researching individuals.

25% - Support Departments and Programs with Development Activities

- Work with departments on targeted mass appeals related to their fundraising goals, including developing lists of prospective donors.
- Help ensure the annual Giving Day runs smoothly in the division.
- Provide campus liaison and fundraising guidance to friends groups that are organized to assist with fundraising for the division.
- Plan, and coordinate special events in the division to reach, identify, and expand the base of potential major donors.
- Contribute to guest lists for alumni and general campus events in an effort to strengthen the donor pipeline and to steward the giving of existing donors.
- Recruit volunteer support for the division and organize and effectively staff the efforts of high-level fundraising volunteers, such as the Advisory Council.
- Identify and track volunteer activities for donors and donor prospects.

- Supervise administrative assistant.

5% - General Service and Professional Development

- Participate in University Advancement and their home division meetings and task forces and special committees for projects as needed.
- Participate in professional development throughout the year to enhance proficiency and understanding related to the job.

REQUIRED QUALIFICATIONS

- Bachelor's degree in related area and / or equivalent experience / training.
- Demonstrated experience in a complex fund-raising environment with relevant fundraising experience emphasizing the identification, cultivation, and successful conclusion of major gifts from foundations and individuals.
- Excellent oral and written communication skills and ability to speak and write with ease, clarity, and impact. Ability to express, concisely and persuasively, the mission of the university and the development goals of the campus and the academic division.
- Sound working knowledge of the full spectrum of development practice, principles, ethics, and activities. These include gift policies, solicitations, stewardship, administration, and working with high-level volunteer committees, as well as the ability to apply this knowledge creatively to specific fund-raising projects.
- Collaborative professional with excellent interpersonal skills, with the ability to work with people of differing temperaments, socioeconomic backgrounds, and political/ethical philosophies within and outside the university. Ability to be tactful, diplomatic, and attentive in personal contacts with donors, external constituencies, and university personnel.
- Advanced organizational, analytical and critical thinking skills, including skill in creative and effective decision-making and problem identification / avoidance / resolution, and strong project management skills.
- Progressively more responsible experience in the design and implementation of complex development programs that include all aspects of fundraising, emphasizing the identification, cultivation, and solicitation of individuals, corporations, and foundations, as well as some supervisory experience.
- Proven track record of successful cold calling, mailings, and other grassroots development efforts.

PREFERRED QUALIFICATIONS

- Advanced Degree.
- Knowledge of planned giving techniques, including an understanding of current tax laws relevant to charitable giving and estate planning.
- Skill to maintain confidentiality.
- Experience working on a comprehensive campaign.

SPECIAL CONDITIONS OF EMPLOYMENT

- Selected candidate will be required to pass a pre-employment criminal history background check.
- Selected candidate must pass the employment misconduct disclosure process.
- Exercise the utmost discretion in managing sensitive information learned in the course of performing their duties. Sensitive information includes but is not limited to employee and student records, health and patient records, financial data, strategic plans, proprietary information, and any other sensitive or non-public information learned during the course and scope of employment. Understands that sensitive information should be shared on a limited basis and actively takes steps to limit access to sensitive information to individuals who have legitimate business need to know. Ensure that sensitive information is properly safeguarded. Follow all organizational policies and laws on data protection and privacy. This includes secure handling of physical and digital records and proper usage of IT systems to prevent data leaks. The unauthorized or improper disclosure of confidential work-related information obtained from any source on any work-related matter is a violation of these expectations.
- Ability to work long periods of time at a computer with or without accommodation.
- The selected candidate will be required to work a hybrid work schedule and must be able to work successfully from a home/remote office and fulfill the requirements of the UCSC telecommuting agreement.
- Ability to work a variable schedule including evenings and weekends.
- Selected candidate will be required to complete training within established time frames as directed including UC compliance training.
- Ability to travel to multiple work locations on and off campus.
- Ability to maintain appearance and conduct suitable for working in a professional setting.
- The University of California has implemented a <https://policy.ucop.edu/doc/5000695/VaccinationProgramsPolicy> covering all employees. Employees, including new hires, are required to comply with any applicable policies relating to the University of California vaccine program.
- Per the Child Abuse and Neglect Reporting Act (CANRA), this position has been identified as a Mandated Reporter. The selected candidate will be required to report known or suspected child abuse or neglect as defined by CANRA and will be required to sign a Statement Acknowledging Requirement to Report Child Abuse prior to commencing employment. CANRA Penal Codes, and related definitions, requirements, and responsibilities may be obtained https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=PEN&division=&title=1.&part=4.&chapter=2.&article=2.5

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.

a. "Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

- <https://policy.ucop.edu/doc/4000385/SVSH>
- <https://ucnet.universityofcalifornia.edu/wp-content/uploads/working-at-uc/draft-anti-discrimination-policy-review.pdf>
- <https://policy.ucop.edu/doc/4000701/AbusiveConduct>

SAFETY STATEMENT

All UCSC employees must understand and follow job safety procedures, attend required health and safety training, proactively promote safety at work, and promptly report actual and potential accidents and injuries.

NOTICE OF AVAILABILITY

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act), the Annual Security and Fire Safety Report (ASFSR) is available at: <https://compliance.ucsc.edu/campus-safety-compliance/annual-reports/>. This report is published by October 1st of each year and includes current institutional policies and procedures concerning campus safety and security; fire safety and evacuation policies; sexual misconduct and relationship violence reporting and response protocols; and crime and fire statistics for the three previous calendar years. A paper copy of the ASFSR is available upon request by contacting the UCSC Police Department at 114 Carriage House Rd., Santa Cruz, CA 95064, or by calling 831-459-2231 Ext. 1.

EEO/AA

The University of California is an Equal Employment Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. UC Santa Cruz is committed to excellence through diversity and strives to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees.

For the University of California's Affirmative Action Policy please visit:
<https://policy.ucop.edu/doc/4010393/PPSM-20>

For the University of California's Anti-Discrimination Policy, please visit:
<https://policy.ucop.edu/doc/1001004/Anti-Discrimination>

APPLICANTS ARE REQUIRED TO USE THE UCSC ON-LINE PROCESS

View full job description and access on-line application:

<https://apptrkr.com/6008139>

To ensure review of application materials by the hiring unit, they must be submitted on or before the initial review date (IRD) via the Staff Employment Opportunities web site; <https://jobs.ucsc.edu>. A computer is available at the UC Santa Cruz Staff Human Resources Office located at Scotts Valley Center. The Scotts Valley Center is located at 100 Enterprise Way, Suite E100, Scotts Valley, CA 95066. To learn more or to request disability accommodations, call 831-459-2009. Hearing impaired are encouraged to use the California Relay Service at 800-735-2922. UC Santa Cruz is an Equal Opportunity Employer.

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