



University Advancement, 900 University Avenue, 1156 Hinderaker Hall, Riverside, CA 92521

General Information

Job Description	Fundraising Manager 2	Working Title	Executive Director, Corporate and Foundation Relations
Job Code	000465	Grade	27
Department Name	Development - D01188	Department Head	Monique Dozier
Supervisor	Erika Bernal	Effective Date	

Position(s) Directly Supervised

Job Code	Title	FTE
000463	FUNDRAISER 5	2.0
007546	FUNDRAISER 2 NEX	1.0

Generic Scope

Oversees through subordinate managers a large department or multiple smaller units, or manages a highly specialized technical function/team. Has significant responsibility to achieve broadly stated goals through subordinate managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines strategies for a program with organization-wide impact.

Custom Scope

Manages a moderately complex fundraising program. Assignments typically require managing a fundraising staff comprised of several professionals and related administrative support staff. Position is responsible for the full range of development programs and has responsibility for other external relations functions, such as events, volunteer coordination and management and other marketing activities. May oversee and manage personal donor portfolios.

Department Custom Scope

The Executive Director of Corporate and Foundation Relations (CFR) is a leader on the UCR Development team in the Office of University Advancement. The incumbent is responsible for building a dynamic CFR program focused on top institutional priorities at increasing levels of support. Overseeing three experienced CFR professionals and one proposal writer/RFP coordinator, this role manages team portfolio development and planning, relationship building with internal and external partners, and is a champion of UCR's strategic movement toward building intentional CFR partnerships with purpose. The Executive Director works closely with university leadership, faculty, the Office of Research and Economic Development, colleagues in development, and key volunteers to identify and engage top funders, build strategic long-term relationships, solicit and secure support, design gift announcements, ensure distribution of follow-up reports, and manage all appropriate grant and contract stewardship. Success in this role includes proactive and collaborative leadership; demonstrated understanding and navigation of a complex, multi-campus institution; ability to align team strategy and execution with the broader University strategic plan, available services, and processes; and proven incremental and intentional growth of the CFR program leading up to the University's next campaign.

Education & Experience Requirements

Education Requirements

Degree	Requirement
Bachelor's degree in related area and/or equivalent experience/training.	Required
Advanced degree in related area.	Preferred

Experience Requirements

Experience	Requirement
8-13 years of related experience.	Required
Minimum of 5 years at a R1 or R2 University.	Preferred
Previous supervisory/managerial experience.	Preferred

Key Responsibilities

Description	% Time
<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 events, volunteer coordination and management, donor relations and stewardship, and other marketing related activities.</p> <ul style="list-style-type: none"> Responsible for overseeing single- and multi-college project proposals as well as high-stakes, multi-campus initiatives with a complex matrix of stakeholders. Leads the CFR team toward intentional and incremental program growth, resulting in increased fundraising success through the creation and nurturing of strategic internal and external relationships that advance the core mission and priorities of the University. 	30
<p>Manages a staff comprised of several professionals and related administrative support staff.</p> <ul style="list-style-type: none"> Manages three experienced CFR professionals and one proposal writer/RFP coordinator; access to a shared administrative support professional. 	20
<p>Conducts and participates in long and short-range strategic planning.</p> <ul style="list-style-type: none"> Develops and ultimately ensures that predetermined fundraising goals are met. Strategically aligns team goals and activities with primary campus priorities to achieve results. 	20
<p>Builds a network of funders both locally and across the nation; proactively contributes information to external program officers and C-suite professionals to establish synergies and explore purposeful program alignment..</p>	15
<p>Conceives, creates, develops, implements, evaluates and manages development programs and strategies to meet predetermined goals and objectives, and ensures that predetermined goals are met.</p> <ul style="list-style-type: none"> Expectation for program growth and increased revenue production across CFR channels; implementation of strategic partnerships of purpose. 	10
<p>Selects, trains, mentors, guides, and directs staff, and, as required, takes corrective action.</p>	5

Knowledge, Skills & Abilities

Knowledge/Skill/Ability	Requirement
<p>Excellent strategic planning, critical thinking, analytical, problem-solving, persuasion/negotiation skills and marketing skills.</p>	Required

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Excellent strategic planning, critical thinking, analytical, problem-solving, persuasion/negotiation skills and marketing skills.	Required
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.	Required
Excellent skills in meeting predetermined goals and objectives, including securing gifts and meeting fundraising goals.	Required
Excellent knowledge of all aspects of fundraising, donor and public relations including advanced knowledge of applicable laws, rules, regulations, policies, etc.	Required
Excellent leadership/management skills to select, train, mentor, evaluate and motivate staff.	Required
Excellent knowledge of leadership/management concepts, procedures, techniques and best practices.	Required
Excellent knowledge of and experience navigating complex, multi-campus priorities for a variety of stakeholders.	Preferred
Excellent knowledge of STEM programs and/or ability to manage program proposals successfully in the scientific fields.	Preferred
Forward-thinking, relational by nature, determined and outgoing, showing a sense of humor and an understanding of the people on the team as well as the pressures that each experiences in a deadline-driven environment.	Preferred
Excellent knowledge of the campus, its achievements, vision, mission, goals, objectives, applicable policies, infrastructure and current issues of concern and knowledge of issues of concern for higher education generally.	Preferred



Level of Supervision Received

General Supervision

Environment

Working Environment

Other University Setting

Other Requirements

Items Used

- Standard Office Equipment

Physical Requirements

- **Bend** : Occasionally
- **Sit** : Frequently
- **Squat** : N/A
- **Stand** : Frequently
- **Crawl** : N/A
- **Walk** : Frequently
- **Climb** : N/A

Mental Requirements

- **Read/Comprehend** : Constantly
- **Write** : Frequently
- **Perform Calculations** : Frequently
- **Communicate Orally** : Constantly
- **Reason & Analyze** : Constantly

Environmental Requirements

- **Is exposed to excessive noise** : No
- **Is around moving machinery** : No
- **Is exposed to marked changes in temperature and/or humidity** : No
- **Drives motorized equipment** : No
- **Works in confined quarters** : No
- **Dust** : No
- **Fumes** : No

Critical Position

Is Critical Position: Yes

