



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

General Information

Job Description	Fundraising Manager 1	Working Title	Senior Director, Regional and Pipeline Development
Job Code	000464	Grade	26
Department Name	Development - D01188	Department Head	Monique Dozier
Supervisor	Erika Bernal	Effective Date	

Position(s) Directly Supervised

Job Code	Title	FTE
000462	FUNDRAISER 4	3.0

Generic Scope

Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.

Custom Scope

Manages a comprehensive fundraising program typically in a unit or department. Manage a fundraising staff comprised of both professionals and related administrative support. Provides guidance to subordinates to achieve goals in accordance with established policies. Reviews and approves recommendations for functional programs.

Department Custom Scope

With a strategic frontline focus, the Sr. Director for Regional and Pipeline Development will develop and implement a plan for high volume, mission-focused engagement and cultivation of new philanthropic donors and volunteers for UCR. This position oversees a team of three experienced fundraisers, with access to a shared

administrative support professional. Responsibilities include developing relationships with known volunteers, faculty and staff, as well as central University leadership with a primary goal of creating productive discussions that identify new approaches and opportunities to attract potential donors. The incumbent should be able to develop creative strategies that leverage campus events and communications to engage alumni and new donor prospect relationships. Team efforts will broaden the pipeline for development partners across the division and encourage higher levels of donor giving. Working in partnership with colleagues in University Relations, Alumni Engagement, and Development, the Sr. Director will develop strategy and implement a plan to build the pipeline of major gift donors from initial discovery efforts, through qualification conversations, and ultimately by enacting a cultivation and solicitation plan with a donor-centered approach. Success for the team will be measured through a variety of metrics, including but not limited to collective renewals, upgrades, and referrals to major gift partners.

Education & Experience Requirements

Education Requirements

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

Experience Requirements

Experience	Requirement
8-13 years of related experience.	Required
Previous supervisory/managerial experience.	Preferred

Key Responsibilities

Description	% Time
<p>Assignments typically require managing a fundraising staff comprised of both professionals and related administrative support.</p> <ul style="list-style-type: none">This position oversees a team of three experienced fundraisers, with access to a shared administrative support professional.	35

Description	% Time
<p>Implements and manages fundraising programs and strategies to successfully meet predetermined goals and objectives, ensuring predetermined fundraising goals are met.</p> <ul style="list-style-type: none"> May manage a limited donor portfolio, consisting of a combination of renewal donors as well as newly identified prospects primed for qualification. 	20
Participates in short-and long-range strategic planning.	15
Provides coaching and mentorship to direct reports, and actively partners with colleagues across the division and campus-wide.	15
Provides thoughtful and timely performance feedback, and serves as a role model for the team by adhering to a metrics-driven, frontline focus.	10
May manage other external relations functions, such as volunteers, support groups, giving societies, outreach, etc.	5

Knowledge, Skills & Abilities

Knowledge/Skill/Ability	Requirement
Strong skills to meet predetermined goals and objectives, including securing gifts and meeting fundraising goals.	Required
Strong written, oral and interpersonal communications skills and political acumen to establish and maintain good working relationships within all organizational levels and with outside constituencies.	Required
Strong analytical, critical thinking, problem-solving skills.	Required
Strong strategic planning skills and skills to conceive, design, implement, evaluate and manage fundraising programs and strategies.	Required
Strong skills in persuasion/negotiation and strong marketing skills.	Required
Creativity to build motivating cases for donor engagement and philanthropy across all areas of giving, including a focus on unrestricted support and top campus priority support.	Required
Strong knowledge of all aspects of fundraising, donor and public relations, including strategies for donor identification, cultivation and solicitation.	Required
Strong knowledge of management/leadership concepts, principles and best practices.	Required
Strong leadership/management skills to select, train, mentor, evaluate and motivate staff.	Required

Knowledge/Skill/Ability	Requirement
Strong knowledge of applicable laws, rules, regulations, policies, etc.	Required
Proven success at building internal (faculty, staff, colleagues, administrators) relationships with a focus on engaging them in philanthropic strategies.	Required
Strong knowledge of the campus, its achievements, vision, mission, goals, objectives, applicable policies, infrastructure, and current issues of concern.	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** : Occasionally
- **Stand** : Frequently
- **Crawl** : N/A
- **Walk** : Frequently
- **Climb** : N/A

Mental Requirements

- **Read/Comprehend** : Constantly
- **Write** : Frequently
- **Perform Calculations** : Occasionally
- **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

