



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

General Information

Job Description	FUNDRAISER 5	Working Title	Sr. Director of Development, College of Humanities, Arts, and Social Sciences
Job Code	000463	Grade	26
Department Name	Development - D01188	Department Head	Monique Dozier
Supervisor	Nesha Crossman	Effective Date	

Position(s) Directly Supervised

Job Code	Title	FTE
000462	FUNDRAISER 4	1.0
007546	FUNDRAISER 2 NEX	1.0

Generic Scope

Recognized organization-wide expert. Has significant impact and influence on organizational policy and program development. Regularly leads projects of critical importance to the organization; these projects carry substantial consequences of success or failure. May direct programs with organization-wide impact that include formulating strategies and administering policies, processes, and resources. Significant barriers to entry exist at this level.

Custom Scope

Serves as an expert or lead development professional in a specialized area such as major/principal gifts, gift planning or corporate/foundation relations, or a specific area that includes, or potentially includes, donors capable of making very significant contributions to a location. Maintains a portfolio of donor prospects that include the most influential, complex or highest rated donors. May have authority to make commitments and precedent-setting decisions regarding program design, development, and procedures. May oversee the work of professional and support staff. Position is expected to raise gift dollar amounts as established at each fundraiser specialization.

Department Custom Scope

The Sr. Director of Development, College of Humanities and Social Sciences (SRDOD) is the chief advancement officer for UC Riverside's College of Humanities and Social Sciences (CHASS). Under the leadership of the Sr. Executive Director, Constituency Programs, Humanities, Arts, Social Sciences, Extension, and Athletics, and in close collaboration with the Dean of CHASS, the SRDOD will develop and execute long- and short-term strategies to grow CHASS's philanthropic pipeline and secure annual and major gifts that will benefit endowments, research programs, and student success. The SRDOD will identify and manage approximately 150 individual donors and will travel locally and statewide frequently for qualification, cultivation, solicitation, and stewardship purposes. The SRDOD will arrange appropriate opportunities for key faculty and academic leadership to meet with prospective donors and will work collaboratively with other University Advancement colleagues to achieve fundraising goals. Please note: this is a three-year, renewable contract position which includes the same employee benefits afforded career employees. The budgeted amount for this position is up to \$145,000.

Education & Experience Requirements

Education Requirements

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

Experience Requirements

Experience	Requirement
8 - 13 years of related experience.	Required
6 years of experience in fundraising in higher education or a major research environment	Preferred
Minimum of 5 years of management experience.	Required

License Requirements

Certification Requirements

Certification	Requirement
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Educational Condition Requirements

Condition	Requirement
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Key Responsibilities

Description	% Time
Analyzes needs and creates strategic and long-range plans for fundraising and other advancement programs and may have the authority to make commitments and precedent-setting decisions regarding program design, development, and procedures.	15
May oversee the work of professional and support staff. <ul style="list-style-type: none">Will oversee the work of one director of development and the CHASS development coordinator.	15
The Sr. DoD creates and implements the advancement program for the College of Humanities, Arts and Social Sciences including UCR ARTS. This includes programs designed to engage individuals, corporations, and foundations in efforts to meet priority needs of the College and to involve teams of campus leaders and volunteers. The Sr. DoD advises the Dean on defining and prioritizing advancement needs and in developing objectives for private support. They will develop appropriate strategies for involving the Dean in building relationships with major gift donor prospects and supports them and other campus leaders in highly tailored major gift meetings and proposals. The incumbent also advises the Dean on appropriate volunteer structures for the College. The Sr. DoD informs the Dean, faculty, and senior staff regarding issues related to advancement; interprets trends, new policies, and opportunities, and recommends actions to the Dean, department chairs and program directors. From time to time, the Sr. DoD may serve on campus commitments and workgroups. The incumbent represents the College at campus-wide development activities and participates in campus-wide special advancement projects, campaigns, and policy initiatives. The Sr. DoD has the responsibility to ensure that all advancement activities in the College are conducted in accordance with UC Riverside and University of California policies and procedures.	15
Manages a portfolio of donor prospects that include the most influential, complex or highest capacity-rated donors. May maintain and manage portfolio(s) of senior campus leadership including the Chancellor and Vice Chancellor.	10

Description	% Time
Qualify major gift prospects and solicit gifts directly.	10
Develops, creates, writes, implements, and/or evaluates individualized marketing plans and/or strategies for cultivation and solicitation of major gifts, gift planning or corporate/foundation prospects (strategies typically require a high degree of innovation).	10
Serves as an expert or lead development professional in a specialized area such as major/principal gifts, gift planning or corporate/foundation relations, or a specific academic discipline such as Health Sciences which has an environment that includes, or potentially includes, donors capable of making very significant contributions to the campus and/or medical center.	5
Serves as resource for assigned area of expertise, interacting with prospects, donors, staff and outside professionals to provide information, advice and counsel regarding assigned specialized program(s). May oversee the work of professional and support staff.	5
Ensures that predetermined fundraising goals are met and designs and implements highly specialized program activities to achieve these goals.	5
Writes complex proposals for solicitation of high value individuals, corporate, and/or foundation prospects.	5
May attend functions, meetings and serve on internal/external committees as a representative of the location.	5

Knowledge, Skills & Abilities

Knowledge/Skill/Ability	Requirement
Expert organizational, analytical and critical thinking skills. Expert project/program management skills, including skills in setting and meeting program/project goals and objectives within budget and time constraints.	Required
Expert written and interpersonal communication skills, including political acumen, to establish and maintain good working relationships throughout the organization and with outside constituencies. Expert skills in making persuasive and compelling presentations of goals and objectives for a location in order to secure gifts.	Required
Experience to direct the design of strategies for cultivation and solicitation of prospective donors.	Required
Proven experience in the full spectrum of development including cultivation, stewardship and donor recognition.	Required

Knowledge/Skill/Ability	Requirement
Strong sense of ethical conduct that will inspire confidence and motivation with the proven ability to persuade colleagues and donor prospects, while maintaining confidentiality in all matters as they relate to sensitive donor relations issues.	Required
Ability to travel outside of normal business hours.	Required
Expert level skills in maintaining confidentiality.	Required
Expert knowledge of applicable laws, rules, regulations, policies, etc.	Required
Expert working knowledge of all aspects of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques.	Required
Expert knowledge of all aspects of the location, including current issues of concern for both the campus and/or throughout higher education/healthcare, generally. Expert knowledge of the location, including its vision, mission, goals, objectives, achievements and infrastructure.	Required
Exceptional organizational, analytical and critical thinking skills.	Preferred
Ability to conceptualize, design and implement a development program.	Preferred
Proven ability to work effectively with deans and directors, academic and University leaders and volunteers to achieve fundraising goals. Ability to work effectively with other advancement staff in devising, analyzing, modifying, implementing, and evaluating development programs.	Preferred
Exceptional skill in communicating persuasively, both orally and in writing, about private gift fundraising in general and in particular as it applies to UCR.	Preferred

Special Requirements & Conditions

Special Condition	Requirement
Travel Outside of Normal Business Hours	Required
Travel	Required
Valid Drivers License	Required

Other Special Requirements & Conditions

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Level of Supervision Received

General Direction

Environment

Working Environment

Campus

Other Requirements

Items Used

<ul style="list-style-type: none">• Standard Office Equipment

Physical Requirements

<ul style="list-style-type: none">• Climb : N/A• Crawl : N/A• Walk : Frequently• Bend : Occasionally• Stand : Frequently• Squat : N/A• Sit : Frequently
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Mental Requirements

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

Environmental Requirements

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

Critical Position

Is Critical Position: Yes