



## **DEVELOPMENT ANALYST, ANNUAL FUND**

Full Time  
\$24.59 - \$27.00/hr.

### **JOB DESCRIPTION**

#### Department Profile

The UC Santa Barbara Office of Development blends the strengths of both a centralized and a decentralized operation. Although all development officers report to the Associate Vice Chancellor for Development or his/her designee, some are dedicated to specific schools and units, working hand-in-hand with Deans, Directors and faculty to secure private support. Additional development officers focus on specific regions of the country and/or are dedicated to increasing involvement by alumni, parents and friends. A strong central core initiates programs, or provides guidance and expertise, in foundation relations, planned giving, capital projects, donor stewardship, The UCSB Foundation and other areas of specialization. An integrated tracking and coordination system ensures a collaborative and smooth working environment, all aimed at enhancing UC Santa Barbara's attractiveness to, and involvement with, the private sector.

#### Summary of Duties

Serves as a principal analyst for the UC Santa Barbara Annual Fund in Central Development, supporting a complex and multifaceted development program focused on the Annual Fund, in coordination with Central Development's Annual Giving, Prospect Management, Development Research, Gifts Administration, and Donor Relations units. The Analyst provides leadership for all analytical functions that support strategic goals, initiatives, and projects for the Annual Fund and provides essential analysis for operations and financial support critical to the successful operation of a complex fund raising program that supports the strategic goals, initiatives and projects focused on annual giving and Annual Fund.

Under the general supervision of the Director, Director of Development, Annual Giving Programs (Director) and/or his/her designee, establishes, develops and maintains comprehensive systems within the unit in coordination with central Development Office. The Analyst has a strong understanding of the department's programs and goals and participates in long range planning for the department. Provides support for operations, financial budget, budget recommendations and logistics related to the calling program. Prepares materials and reports that analyze the activities, progress, and goals of the Annual Fund; ensures the consistency, timeliness and accuracy of information disseminated to Senior Managers. Strong focus on gift and prospect management and analysis, donor research, gift fund management, departmental services and training for operations.

Prepares sophisticated reports that contain complex and sensitive information about donors or prospects. Coordinates communication and works closely with the Prospect Services, Research and Donor Relations & Stewardship units on collaborative projects and related prospect issues. Identifies, manages and completes special projects as needed.

The Analysts serves as Payroll and Personnel Coordinator for the Annual Giving Telemarketing student employees, serving as the UCPath primary initiator for an annual average of 200-250 student employees. Responsible for the preparation of necessary payroll paperwork, reports transactions on-line, reviews payroll to assure proper posting of payroll activity, and maintains personnel files for all student employees. The Analyst leads a team of 15+ Annual Fund student managers. Must be able to work under pressure of frequently shifting priorities and deadlines.

The Analyst will be privy to sensitive materials, information and planning; therefore, the position must exercise discernment, confidentiality, initiative, professionalism and sound judgement at all times. Maintains in depth knowledge of University policies and procedures and state and federal regulations related to fund raising and accepted business practices; uses exceptional analytical skills, excellent composition, grammar and editing skills, and various database and software tools necessary to accomplish assigned tasks.

May be called upon to work occasional evenings and weekends at various Development Office, Institutional Advancement or campus-wide events.

JOB #20200094

#### **MINIMUM REQUIREMENTS**

- Demonstrated management and supervisory experience.
- Excellent communication and interpersonal skills.
- Excellent skills in analysis, problem solving, working with detail while applying and understanding broader contexts as they affect a diverse customer base: faculty, staff, students, and donors.
- The ability to establish a cooperative working relationship with staff; the ability to work as a member of a team, and to support the Development Office structure, obtaining approvals and coordinating as needed.
- Ability to interpret policies and procedures and accurately communicate them to others.
- Strong customer service skills.
- Ability to prioritize and meet deadlines.
- Ability to work under minimal supervision.
- Demonstrated experience in the maintenance of databases, expertise in the use of Word, Excel, and other office software and/or web-based applications.
- The ability to handle problems as they occur, and follow through on all aspects of the position.
- High level of initiative, creativity and energy.

#### **Desirable Requirements**

- Familiarity with the unique nature of UC and campus policies and procedures and administrative protocol.
- Familiarity with UCSB financial and personnel policies.
- UCPath (UC Payroll Personnel System) and/or Peoplesoft knowledge/experience.
- Kronos Workforce Central knowledge/experience.
- Comfort level with payroll and budget processes.
- Prior student supervisory experience.

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