

# ASSOCIATE DIRECTOR OF DEVELOPMENT, HUMANITIES AND FINE ARTS

- Full Time
- [Santa Barbara](#)
- Posted 1 min ago



**University of California, Santa Barbara**

## **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.

## **GENERAL SUMMARY OF JOB DUTIES**

This University Development Officer serves as Associate Director of Development, Humanities and Fine Arts. S/he will personally work with donor prospects to optimize philanthropy to benefit UC Santa Barbara and to support the priorities of the Division of Humanities and Fine Arts. The Associate Director of Development, Humanities and Fine Arts, reports to the Assistant Dean of Development, Humanities and Fine Arts. Primary emphasis is on the identification, cultivation, solicitation, and stewardship of individual prospects (alumni, parents and friends) and when appropriate, foundations and corporations. Focus will be on organizing donor outreach to secure new and renewing annual gifts (\$1,000+), with an added emphasis on building and maintaining an active pipeline of \$1,000 – \$20,000 gifts. Tasks include prospecting, managing an annual giving program, developing donor appeals including the Dean's Fund, developing online and social media giving strategies, as well as helping to identify, cultivate and solicit major gift prospects starting at \$25,000. With regard to major gift prospects, the Associate Director, in coordination with and guidance from the Assistant Dean of Development, develops and executes individual prospect strategies to maximize philanthropic support. The Associate Director focuses about eighty percent (80%) of his/her time on direct fundraising and fundraising outreach activities. Twenty percent (20%) is focused on other activities, including administrative duties, such as planning and coordinating; partnering with departments on their alumni outreach strategies; and strategic development events for donor cultivation and stewardship purposes. The Associate Director will build and maintain an active prospect pipeline moving from an unqualified lead to donor. With supervisor guidance, the Development Associate develops and executes individual prospect development strategies. This development officer is a resource for the entire Division of Humanities and Fine Arts, but may also have responsibility for particular initiatives and projects at the direction of the Assistant Dean of Development. The Associate Director will organize and/or assist with cultivation and stewardship events in support of HFA programs and is responsible for the planning, marketing, implementation and follow-up on the events s/he plans, executes and/or supports. The Associate Director travels as

necessary to build the pipeline, raising annual and major gifts. The Associate Director works to ensure that all aspects of his/her development program are internally consistent, thematically related, and thoroughly coordinated within the Division of HFA and compatible with the policies and priorities of the Development Office and University.

**NOTE:** Salary is competitive and commensurate with qualifications and experience.

**MINIMUM REQUIREMENTS**

- Bachelor's degree or equivalent combination of education and experience required
- Prior experience preferred in individual major donor development or related profession. Proven success in the development, sales, or related business field
- An understanding of building professional relationships in a Development environment
- With training, ability to articulate the programmatic objectives with clarity and passion
- Highest ethical standards, demonstrated empathy and a positive attitude in the face of difficulty and challenge

**DESIRABLE QUALIFICATIONS**

- Bachelor's degree preferred
- Sensitivity to long-term relationship building and stewardship with donors and potential donors
- High level of initiative, creativity and energy