**UC San Diego**
ASSOCIATE DIRECTOR, DONOR PROGRAMS
Salary Range $66,000 - $74,000 /year
Filing Deadline: Tue 3/8/2022

**DESCRIPTION**
Reporting to the Executive Director of Development (EDOD), Scripps Institution of Oceanography, the Associate Director of Donor Programs (AD-DP) will play a key role in advancing Scripps Development's donor programs efforts by establishing and maintaining highest level relationships between Scripps and its many donors. The position will partner with Scripps Development leadership to design, implement and direct systematic, integrated and strategic programs and projects that recognize, honor and strengthen the university's relationships with Scripps and Birch Aquarium donors of all levels, in partnership and alignment with the campus-wide benchmarks set by Advancement's offices of Donor Experience and Engagement and Donor and Fund Stewardship.

Working closely with Scripps Development leadership, the incumbent will utilize high-level knowledge and analysis of industry best-practices to develop and implement systems, strategies and procedures to ensure that Scripps and Birch Aquarium’s major and principal gift donors are thoughtfully and consistently managed and recognized. This will include working with fundraisers to develop and execute personalized stewardship strategies and activities for high-level donors, and coordinating reporting efforts with financial reporting and other appropriate offices. The incumbent will collaborate with Donor Experience and Engagement, Donor and Fund Stewardship, Special Events and Protocol, University Communications, and University Development colleagues to ensure appropriate stewardship reporting and inclusion in campus recognition and events as deemed appropriate. In addition, the AD-DP will provide high-level coordination of Marine Sciences' donor programs and stewardship efforts in partnership with development officers and other Advancement colleagues. The incumbent will represent the EDOD as needed at internal and external meetings.

Occasional evenings and weekends may be required.

**QUALIFICATIONS**
- Demonstrated success at creating and implementing targeted donor relations programming to strengthen and significantly enhance a comprehensive donor pipeline with a goal of $100K+ to included endowed chair donors, faculty/staff donors, and corporate/foundation donors.
- Proven experience in creating, developing and implementing strategic donor relations and stewardship plans for both individual donors and groups of donors. Knowledge of stewardship and donor recognition principles and practices.
- Ability to work and communicate effectively with key donors and prospective donors. Ability to write in a variety of styles and formats to reach a diverse audience, including letters, human interest stories, and personalized pieces.
- Advanced knowledge of practices and procedures associated with building and maintaining effective working relationships with all levels of alumni, internal and external constituencies.
- Proven record of conceptualizing, creating, writing and delivering strategic and multi-faceted stewardship reports and other high-level donor communications in a complex academic environment.
- Strong written, verbal, and interpersonal communication skills, including skill to produce information that is appropriately presented and effectively received by target constituencies. Ability to communicate effectively one-on-one or in group settings, taking into account differences in social, cultural, professional, and educational backgrounds.
- Ability to synthesize and analyze information to develop and create concise, well-organized reports, summaries, policy documents, briefing, and strategy documents for senior administrators.
- Proven ability to effectively lead and direct collaborative, customer-based services in a complex academic setting with multiple stakeholders. Ability to work effectively with institutional leadership to achieve effective donor programming and stewardship of key donors.
• Active listening skills, including advanced critical thinking and analytical skills. Advanced project management skills, including skills to plan and implement successful events.
• Proven understanding of the importance of ensuring an equitable, inclusive, and diverse working environment, with the ability to work as a part of a diverse and collaborative team. Demonstrated competency and commitment to equity, diversity and inclusion.
• Proven experience in conceptualizing, planning and executing effective and cost-efficient donor stewardship events, symposia etc. in a higher education environment to strategically enhance and advance relationships with wide range of donor constituents.
• Advanced knowledge of issues of concern in higher education.
• Advanced knowledge of assigned area of responsibility, for example, the campus scientific community.
• Advanced knowledge of the campus, its vision, mission, goals, objectives, achievements, issues of concern and infrastructure.
• Experience with and ability to develop and use computer applications and capabilities to produce correspondence, reports and tools for analysis and review, i.e., Word, Excel, database applications, the internet, etc.
• Bachelor's degree in a related field or equivalent combination of education and experience.

SPECIAL CONDITIONS
Job offer is contingent upon satisfactory clearance based on Background Check results.

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Job offer is contingent on successful engagement in the UC COVID-19 Vaccination program (fully vaccinated with documented proof or approved exception/deferral).

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UC San Diego is a smoke and tobacco free environment. Please visit smokefree.ucsd.edu for more information.