UC San Diego
Assistant Director of Development, Health Sciences
Pay Scale: $63,400.00 - $80,000.00/Year

This position offers a hybrid work arrangement, which includes a combination of onsite and remote work.

The Assistant Director of Development will work to represent fundraising priorities for UC San Diego's Health Sciences Advancement. Representing UC San Diego Health Sciences, Assistant Directors of Development are assigned to specific health and academic areas. This position’s focus is the Herbert Wertheim School of Public Health and Human Longevity Science (HWSPH).

Under the leadership of the Senior Director of Development for Health Professional Schools, the Assistant Director of Development is responsible for pipeline building gift strategies from identification through stewardship. The Assistant Director will manage an individual portfolio of prospects capable of giving gifts up to $25,000, as well as partnering with Health Sciences development leaders and programmatic colleagues to manage day-to-day operations for Herbert Wertheim School of Public Health philanthropic support groups. The Assistant Director is responsible for having a comprehensive understanding of university priorities, regularly meeting with prospects and donors (with a focus on face-to-face visits), regularly meeting with development colleagues and academic leaders, preparing briefing materials and gift proposals and attending events and other development focused engagement opportunities.

Health Sciences Advancement works in a centralized, collaborative team environment with consistent coaching and feedback. The ideal candidate will be a consummate professional and will thrive in a fast-paced campaign, metrics/results-driven fundraising environment. The candidate will have a strong work ethic and a successful track record of building and growing fundraising programs and a demonstrated ability to work collaboratively with colleagues, faculty and community partners.

• Occasional evenings and weekends may be required.

EQUITY, DIVERSITY, AND INCLUSION
Equity, Diversity, and Inclusion are core values at UC San Diego and Advancement is committed to a continuous process of learning and updating practices to support systemic evolution toward equity, diversity, and inclusion for our team and constituents. We foster the UC San Diego Principles of Community by encouraging and developing a collaborative and positive environment among colleagues. UC San Diego provides resources and services so employees can develop a deeper connection to our diverse campus community. Explore more at UC San Diego Staff Associations network and Campus Community Centers.

QUALIFICATIONS
• Bachelor’s degree in a relevant field, or an equivalent combination of education and experience. Minimum 2-3 years of progressive development experience in a complex organization. Proven knowledge of the dynamics of fundraising and the concepts of development.
• Thorough working knowledge of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques. Proven exposure to the full spectrum of development including gift policies, cultivation, donor recognition, support group management and administration. Strong knowledge of applicable laws, rules, regulations, policies, etc.
• Proven experience interacting successfully with donors, prospective donors, faculty and staff and community members.
• Demonstrated ability to develop strategies and plans to identify and cultivate prospects and steward donors.
• Proven experience developing new programs to broaden donor base and enhance institutional outreach.
• Proven success in organizing and implementing special events. Demonstrated success in recruiting and working with volunteers.
• Demonstrated ability in the technique of donor prospect research with the ability to extract the pertinent and critical information from various documents.
• Demonstrated expertise to utilize online databases and other software to create, retrieve, and compile up-to-the-minute documents and historical information for reports.
• Strong skills in maintaining confidentiality. Strong sense of ethical conduct, and demonstrated ability to maintain confidentiality in all matters, including those relating to sensitive donor relations issues.
• Analytical and critical thinking skills, including skills in creative and effective decision-making. Proven advanced analytical skills to evaluate information, procedures or situations, to define a problem or objective, identify relevant concerns, recognize alternatives, and formulate logical and objective conclusions.
• Problem identification, avoidance, and resolution skills. Demonstrated experience in gathering, researching, and analyzing information, and recommending or implementing appropriate solutions.
• Strong organizational and project management skills. Proven ability to prioritize assignments and departmental needs, and to meet deadlines. Ability to make sound independent judgments and complete tasks with minimum direction.
• Excellent written and verbal communication skills to prepare reports, summaries, correspondence, briefings, personalized letters, and other materials, and to dialog clearly and effectively in conversation and at meetings.
• Strong written and interpersonal communication skills to establish and maintain good working relationships throughout the organization and with outside constituencies. Ability to communicate effectively one-on-one or in group settings, taking into account differences in social, cultural, professional, and educational backgrounds.
• Demonstrated competency and commitment to equity, diversity and inclusion. Demonstrated 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 understanding of the philosophy of quality service and group process, with proven aptitude for working as part of a highly collaborative team.

SPECIAL CONDITIONS
• Job offer is contingent on clear Background Check.
• Must have access to reliable transportation.

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

Apply Online: 
http://50.73.55.13/counter.php?id=252859

To foster the best possible working and learning environment, UC San Diego strives to cultivate a rich and diverse environment, inclusive and supportive of all students, faculty, staff and visitors. For more information, please visit UC San Diego Principles of Community - https://ucsd.edu/about/principles.html.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, protected veteran status, gender identity or sexual orientation. For the complete University of California nondiscrimination and affirmative action policy see: http://www-hr.ucsd.edu/saa/nondiscr.html