UC San Diego  
ASSOCIATE DIRECTOR OF DEVELOPMENT, HEALTH SCIENCES  
Hiring Pay Scale: $80,000 - $100,000 /year

Under the direction of the Health Sciences Advancement Leadership and reporting to the Senior Director of Development, the Associate Director of Development will be responsible for securing private support gifts ($25,000 and above) for priorities identified by Health Sciences leadership, including a focus on Moores Cancer Center and cancer-related funding initiatives. The Associate Director will be responsible for managing a prospect/donor portfolio in various stages of identification, qualification, cultivation, solicitation and stewardship. Special emphasis will be placed on creating and implementing strategies for successful solicitations and building strategic relationships with academic and medical center faculty and staff.

Health Sciences Advancement works in a centralized, collaborative team environment with consistent coaching and feedback. The ideal candidate will be a consummate professional, will thrive in a fast-paced environment, and in a high-productivity fundraising culture. The candidate will have 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.

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
• Advanced knowledge of all aspects of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques.
• Advanced working knowledge of all aspects of the location, including current issues of concern for both the campus and / or throughout higher education / healthcare generally. Advanced working of the location, its vision, mission, goals, objectives, achievements and infrastructure.
• Advanced knowledge of applicable laws, rules, regulations, policies, etc.
• Excellent written, oral and interpersonal communication skills, including political
acumen, to establish and maintain good working relationships throughout the organization and with outside constituencies. Ability to make persuasive and compelling presentations of goals and objectives for a location in order to secure gifts.

- Strong organizational, analytical and critical thinking skills, including skill in creative and effective decision-making and problem identification / avoidance / resolution, and strong project management skills.
- Proven experience in the full spectrum of development including: gift policies, solicitations, stewardship, donor recognition, and administration.
- Demonstrated success at fundraising by developing and implementing strategic solicitation fundraising plans that incorporate a concise definition of goals, targeted audiences, and strategies in-line with institution and academic goals in higher education and closing gifts ($10,000 to $25,000+) from individuals, corporations, and foundations, both local and national.
- Proven record of writing proposals for a significant project/gift ($10,000 to $25,000+) directed to individual and foundations/corporations.
- Demonstrated ability to develop and implement persuasive cultivation ideas and techniques and provide critical analysis, using sound judgment with realistic expectations for prospects and donors.
- Strong written and oral communication skills that demonstrate correct grammar usage, syntax, and format, with the ability to make oral presentations and/or interpret various related programs to potential donors.
- Knowledge of the principles and practices of public relations to provide direction to special programs for outreach to prospective and existing donors.
- Demonstrated skill in the technique of donor prospect research with the ability to extract the pertinent/critical information from various documents.
- Effective interpersonal skills to establish and maintain good working relationships with colleagues, faculty, donors, volunteers, and University officials, with an emphasis on tact, diplomacy, flexibility, professionalism, and discretion.
- Demonstrated expertise to utilize on-line databases and other software to create, retrieve, and compile up-to-the-minute documents and historical information for reports.
- 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.
- Proven ability to hire, train, supervise, evaluate, and discipline staff.
- Knowledge of principles and practices of developing and utilizing volunteer leadership and organizing and maintaining volunteer support organizations.
- Demonstrated understanding of the philosophy of quality service and group process, with proven aptitude for working as part of a team.
- Proven administrative ability to provide direction to staff and volunteers in accomplishing established goals and objectives and maintain office activities with respect to established procedures and guidelines.
SPECIAL CONDITIONS

• Job offer is contingent on clear Background Check.
• Must have access to reliable transportation.
• Occasional evenings and weekends may be required.

Pay Transparency Act

Annual Full Pay Range: $78,900 - $179,900 (will be prorated if the appointment percentage is less than 100%)

Hourly Equivalent: $37.79 - $86.16

Factors in determining the appropriate compensation for a role include experience, skills, knowledge, abilities, education, licensure and certifications, and other business and organizational needs. The Hiring Pay Scale referenced in the job posting is the budgeted salary or hourly range that the University reasonably expects to pay for this position. The Annual Full Pay Range may be broader than what the University anticipates to pay for this position, based on internal equity, budget, and collective bargaining agreements (when applicable).

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=257415

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