

UC San Diego

DEVELOPMENT COORDINATOR, PHYSICAL SCIENCES - 124487

Filing Deadline: Thu 8/17/2023

Hiring Pay Scale: \$48,900.00 - \$68,000.00 / Year

UC San Diego values equity, diversity, and inclusion. If you are interested in being part of our team, possess the needed licensure and certifications, and feel that you have most of the qualifications and/or transferable skills for a job opening, we strongly encourage you to apply.

For the safety and well-being of the entire university community, the University of California requires, with few exceptions, that all students, faculty and staff be vaccinated against the COVID-19 virus and influenza before they will be allowed on campus or in a facility or office. For more information visit: [Flu Vaccine Mandate / COVID Vaccine Policy](#)

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

DESCRIPTION

The Development Coordinator will be reporting to the Senior Director of Development for the School of Physical Sciences. The Development Coordinator will be responsible for supporting the fundraising activities and donor relations objectives of the Physical Sciences development team. The Coordinator will manage and implement cultivation, donor relations, and stewardship programs and activities that support Physical Sciences development objectives, with a primary focus on donors at the major and principal gift level. The Coordinator will work with Advancement, University Development, and Physical Sciences colleagues and supporters to ensure success of donor relations activities and programs. The Coordinator will manage high-level administrative duties and special projects as assigned, develop and maintain donor-related reporting and acknowledgment processes, oversee Physical Sciences stewardship management and tracking and will be responsible for all associated communications in partnership with Advancement communications colleagues when appropriate.

The Development Coordinator uses skills as a seasoned, experienced professional with a full understanding of industry practices and campus policies and procedures. Plans, develops and implements strategies for specific programs, events, policies, constituency groups, etc. Assignments typically include a wide range of external and alumni relations issues and constituencies.

Occasional evenings and weekends may be required.

QUALIFICATIONS

- Thorough knowledge of basic concepts, principles, and procedures of building and maintaining effective relations with alumni, internal and key constituencies.
- Thorough research, analytical and critical thinking skills, including sound judgment and decision-making skills and skill to correctly identify real and potential problems, advising management as required, and proposing effective strategic resolutions. Proven ability to conceptualize, identify and solve problems in a creative and timely manner.
- Proven progressive experience in cultivating and stewarding potential and current donors. Ability to proactively and independently develop and implement tools & systems for setting objectives, for planning, and for evaluating all aspects of donor cultivation and stewardship.
- Demonstrated ability to effectively work, manage, and interact with a diverse clientele, including faculty, prospects, donors, volunteers, support groups, students, university administrators and other development staff.
- Demonstrated ability to independently establish objectives, plan, direct and evaluate all aspects of donor stewardship.
- Demonstrated ability to analyze and evaluate data relating to fund management, student financial aid and event production.
- Demonstrated skill in project management, including event planning and meeting deadlines. Exceptionally strong organizational and time management skills. Detail oriented with demonstrated ability to set priorities.
- Demonstrated experience and proven skill to conceptualize and develop programmatic activities from general guidelines.
- Demonstrated ability to create database tracking systems to manage donor base. Ability to use software applications necessary in administrative work and data analysis, including database, spreadsheet and graphics programs.
- 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 ability to recognize and respect issues of a sensitive or donor confidentiality. Demonstrated integrity, dependability, sound judgment, diplomacy and resourcefulness, with a strong work ethic.
- Strong working knowledge of current management principles and practices. Demonstrated ability to develop and manage budgets.
- Demonstrated ability to build, manage and work with support groups. Ability to effectively select, train, involve and motivate volunteers.
- Thorough written, verbal and interpersonal communications, tact and political acumen to effectively represent the campus. Ability to communicate effectively

one-on-one or in group settings, taking into account differences in social, cultural, professional, and educational backgrounds. Ability to make effective oral presentations.

- Proven ability to be adaptable to change while maintaining composure and effectiveness under pressure.

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=265443>

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.

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>

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