

UC San Diego
DEVELOPMENT COORDINATOR
Hiring Pay Scale: \$48,900-\$65,000/Year

This position will work a hybrid schedule which includes a combination of working both onsite on Campus and Remote.

DESCRIPTION

Under the leadership of the Managing Senior Executive Director (MSEDOD) of Central Fundraising, within Advancement Operations and Campaign (AOC), the Development Coordinator will be responsible for supporting the fundraising activities and donor relations objectives of the Central Fundraising teams. The Coordinator will manage and implement cultivation, donor relations, and stewardship programs and activities that support Central Advancement objectives. The Coordinator will work with AOC colleagues and supporters to ensure success of donor relations activities and programs. Under the direction and guidance of the MSEDOD, Coordinator will manage high-level administrative duties and special projects as assigned, develop and maintain donor-related reporting and acknowledgment processes, oversee Central Advancement's gift/grant/contract management and tracking and will be responsible for all associated communications in partnership with Advancement communications colleagues when appropriate. Coordinator provides project management for funding calendars/cycles, data management and data intelligence, leadership reporting, special events, donor visits, and multi-scale academic partner outreach and education.

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 relations issues and constituencies.

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.

- A cover letter is required for a complete application.
- 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 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.
- Thorough written, verbal and interpersonal communications, tact and political acumen to effectively represent the campus. Outstanding interpersonal, oral and written communications skills and ability to make effective oral presentations.
- 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.
- Demonstrated ability to independently establish objectives, plan, direct and evaluate all aspects of donor stewardship.
- Skill in project management, including event planning and meeting deadlines.
- Demonstrated experience and proven skill to conceptualize and develop programmatic activities from general guidelines.
- Strong working knowledge of current management principles and practices. Demonstrated ability to develop and manage budgets.
- Demonstrated ability to analyze and evaluate data relating to fund management, student financial aid and event production.
- Demonstrated ability to build, manage and work with support groups. Ability to effectively select, train, involve and motivate volunteers.
- Exceptionally strong organizational and time management skills. Detail oriented, with demonstrated ability to set priorities and meet deadlines.
- Proven ability to be adaptable to change while maintaining composure and effectiveness under pressure.

- Demonstrated competency and commitment to equity, diversity and inclusion.

SPECIAL CONDITIONS

- Job offer is contingent on clear Background Check.
- Must have access to reliable transportation.

Pay Transparency Act

Annual Full Pay Range: \$48,900 - \$102,300 (will be prorated if the appointment percentage is less than 100%)

Hourly Equivalent: \$23.42 - \$48.99

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=267707>

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>