

**UC San Diego****DEVELOPMENT COORDINATOR, JACOBS SCHOOL OF ENGINEER****Hiring Pay Scale: \$48,900 to \$68,000/Year**

Under the leadership of the Senior Executive Director of Development, University Development and reporting to the Executive Director of Development for the Jacobs School of Engineering (JSOE), the Development Coordinator will be responsible for supporting the fundraising activities and donor relations objectives of the JSOE Development team. The Coordinator work closely with the Associate Director, Donor Programs to manage and implement cultivation, donor relations, and stewardship programs and activities that support JSOE Development objectives, with a primary focus on donors at the major and principal gift level. The Coordinator will work with Advancement, University Development and JSOE 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 JSOE stewardship management and tracking and will be responsible for all associated communications in partnership with Advancement communications colleagues when appropriate.

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**

- Proven progressive experience in cultivating and stewarding potential and current donors. Ability to proactively and independently develop and implement tools and systems for setting objectives, for planning, and for evaluating all aspects of donor cultivation and stewardship.
- Thorough knowledge of basic concepts, principles, and procedures of building and maintaining effective relations with alumni, internal and key constituencies.
- 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 ability to independently establish objectives, plan, direct, and evaluate all aspects of donor stewardship.

- 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.
- 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 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 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 experience and proven skill to conceptualize and develop programmatic activities from general guidelines.
- 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.
- 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.
- Proven ability to be adaptable to change while maintaining composure and effectiveness under pressure.
- Demonstrated ability to build, manage and work with support groups. Ability to effectively select, train, engage, and motivate volunteers.
- Demonstrated ability to recognize and respect issues of a sensitive nature and donor confidentiality. Demonstrated integrity, dependability, sound judgment, diplomacy, and resourcefulness, with a strong work ethic.

### **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=268452>

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.

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