

Position Summary:

In 1965, the University of California, Irvine was founded with a mission to catalyze the community and enhance lives through rigorous academics, cutting-edge research, and dedicated public service. A top public university, UCI has become internationally recognized for improving lives through research and discovery, fostering excellence in scholarship and teaching, and engaging and enriching the community. Today, UCI continues to inspire change and pioneer new ideas with the support of its generous partners, alumni and friends. Through the combined efforts of the University Advancement & Alumni relations team, the university is able to share its amazing achievements, build lasting relationships and generate support for important campus programs and initiatives. University Advancement seeks to strengthen contributions in research, education, and service; accelerate the university's place among globally preeminent research universities; and bring together passions, skills, and creativity to further improve people's lives.

Reporting directly to the Executive Director of Planned Giving, the Associate Director of Planned Giving actively collaborates with campus-based development officers to engage prospective donors, alumni and friends of the university using a donor-centric process, with the ultimate goal of developing relationships that lead to philanthropic support for university priorities while achieving personal, financial and legacy goals of the donors. The incumbent is expected to raise gift dollar amounts as established in the key responsibility below. The Associate Director of Planned Giving will independently, and in conjunction with campus-based colleagues, work to identify, cultivate and solicit major deferred and outright gifts. Strong interpersonal skills and the ability to work well with others, including donors, professional advisors, volunteers and colleagues are required. The incumbent should also have a clear understanding of the role that philanthropy can play in fulfilling an individual's personal and financial objectives as well as the objectives of the university.

Total Compensation:

In addition to the salary range listed below, we offer a wealth of benefits to make working at UCI even more rewarding. These benefits may include medical insurance, sick and vacation time, retirement savings plans, and access to a number of discounts and perks. Please utilize the links listed here to learn more about our [compensation practices](#) and [benefits](#).

The expected pay range for this recruitment is \$81,900.00 - \$90,000.00 (Annual Salary). The Full Salary Range for the salary grade this position is assigned to is \$81,900.00 - \$150,500.00 (Annual Salary).

Department Website: <https://give.uci.edu/>

Required:

- At least two to three years of experience in planned or major gifts, or transferable skills and expertise from a related field, such as law, accounting, or financial services, is required
- Bachelor's degree in related area and / or equivalent experience / training.
- Thorough working knowledge of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques.
- Familiarity with planned giving vehicles and techniques. Strong knowledge of applicable laws, rules, regulations, policies, etc.
- Knowledge of the sale, purchase and transfer of securities, tangible personal property and real estate property for gift purposes.
- Strong written and interpersonal communication skills to establish and maintain good working relationships throughout the organization and with outside constituencies.

- Strong organizational, analytical and critical thinking skills, including skills in creative and effective decision-making and problem identification / avoidance / resolution, and project management skills.
- Strong skills in maintaining confidentiality.
- Ability to manage multiple projects simultaneously and work independently with general direction from supervisor.
- Ability to be flexible in working independently as well as collaboratively with Advancement and faculty and staff to achieve defined goals.
- Use initiative to organize and follow through with complex tasks to meet deadlines.
- Ability to travel within the region. Strong interpersonal skills and must be able to work well with others, including donors, professional advisors, volunteers and colleagues.
- Resourcefulness in finding appropriate solutions to problems and initiative in presenting alternatives and implementing solutions to ensure effective change.
- Ability to anticipate problems and take necessary action to eliminate or mitigate potential negative effects.
- Proficiency with or ability to learn Crescendo or Planned Giving Manager, Microsoft Office Suite including Excel and PowerPoint. Technical skills or aptitude to be comfortable with computer databases and websites.
- Knowledge or exposure to state and federal tax law and its application to estate planning.
- Ability to write persuasive marketing materials, or experience in non-profit marketing.
- Self-motivation, high energy, creativity and an appreciation of the role of philanthropy in higher education.
- Ability to actively engage and discern the needs and objectives of individuals (such as professional advisors, staff, faculty and donors/prospects) from various backgrounds.

Preferred:

- Preferred but not required: JD, CPA license, MBA, CSPG designation or similar
- Thorough working knowledge of the location, its vision, mission, goals, objectives, achievements and infrastructure.

Special Conditions Preferred:

- May be required to drive on occasion in order to perform the routine or essential job responsibilities for the position.
- Must possess a valid California driver license and participate in the DMV Pull Notice Program.

Conditions of Employment: The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

- Background Check and Live Scan
- Legal Right to work in the United States
- Vaccination Policies
- Smoking and Tobacco Policy
- Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

- California Child Abuse and Neglect Reporting Act
- E-Verify
- Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - <https://hr.uci.edu/new-hire/conditions-of-employment.php>

Closing Statement: The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#).

We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming.

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or eec@uci.edu

Apply Here: <https://www.click2apply.net/7WZLWRU6R2M8yHqm1IXD5N>

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