

## **Director of Planned Giving University of California, Irvine**

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.

Using advanced fundraising concepts, plans, organizes, and directs complex large-scale fundraising campaigns which include multiple components. 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. Results have major impact on overall program goals and assignments and are typically at the "major gifts" or "corporate / foundation relations" level, including managing portfolios of donors capable of giving gifts of an agreed upon amount. Should 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. May oversee work of professional and / or subordinate staff. May attend functions, meetings and serve on internal / external committees as a location representative. Position is expected to raise gift dollar amounts as established in the key responsibilities below.

### **Required:**

At least 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.

Advanced organizational, analytical and critical thinking skills, including skill in creative and effective decision-making and problem identification / avoidance / resolution, and strong project management skills. 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. Advanced 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.

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. Ability to write persuasive marketing materials, or experience in non-profit marketing. Ability to travel within the region. Advanced working knowledge of all aspects of UCI, including current issues of concern for both the campus and / or throughout higher education / healthcare generally. Advanced working knowledge of the location, its vision, mission, goals, objectives, achievements and infrastructure. Proficiency with or ability to learn Crescendo or Planned Giving Manager, Microsoft Office Suite and PowerPoint. Technical skills or aptitude to be comfortable with computer databases and websites. Self-motivation, high energy, creativity and an appreciation of the role of philanthropy in higher education. Must have great interpersonal skills and must be able to work well with others, including donors, professional advisors, volunteers and colleagues. Advanced 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. Ability to actively engage and discern the needs and objectives of individuals (such as professional advisors, staff, faculty and donors/prospects) from various backgrounds. Knowledge or exposure to state and federal tax law and its application to estate planning. Advanced knowledge of all aspects of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques. Familiarity with planned giving vehicles and techniques. Very strong skills in maintaining confidentiality.

**Preferred:**

Advanced degree, such as a J.D., CPA or MBA preferred.

**Special Conditions Required:**

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

Final candidate subject to background check. As a federal contractor, UC Irvine is required to use E-Verify to confirm the work status of individuals assigned to perform substantial work under certain federal contracts/subcontracts.

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](#).

Apply Here: <https://www.click2apply.net/r7pmaLF8wWDZtPRpFYkpl>

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