



UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

DEVELOPMENT & COMMUNICATIONS DIRECTOR OR ASSOCIATE (DOE) CENTER FOR GENDER AND REFUGEE STUDIES

Classification: Level 4 or 3 / Class Code 6111 or 1717 / Exempt / Full-Time / Benefited

Hiring Salary Range: (commensurate with qualifications)

Posting Date: August 31, 2016

CENTER FOR GENDER AND REFUGEE STUDIES

The Center for Gender and Refugee Studies (CGRS), based at the University of California Hastings College of the Law, one of the nation's leading refugee advocacy organizations, works to advance the human rights of women, children, LGBT and other refugees who flee persecution, both in the United States and internationally. We provide nationally recognized expert consultation, including trainings, resource development and legal advice, in hundreds of asylum cases each year, many of which result in grants of protection. CGRS also shapes asylum law through involvement in key cases with potential to set precedent, and ensures government accountability through groundbreaking and original research that analyzes adjudication trends. We improve conditions on the ground to prevent refugee flight by presenting the results of international human rights fact-finding, analyzing implementation of existing laws, and collaborating with grassroots movements to advocate for law reform and other justice measures. For more information about CGRS, visit <http://cgrs.uchastings.edu/>.

THE ROLE

CGRS is seeking a highly motivated individual passionate about refugee rights and ready to lead the charge in CGRS's fundraising efforts with foundations, law firms, individual donors, corporations, government agencies, and other funding sources. The position will also manage external communications, including website, social media, newsletters, press releases and media advisories, and media relations. Depending on experience, this individual will join our team in a director-level position or an associate-level position.

RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- Identify and research new grant opportunities (prospecting) from a broad range of funding sources, including government agencies;
- Draft letters of inquiry, grant proposals, and other solicitation materials to foundations; prepare reports to funders; draft acknowledgement letters;

- Research individual donor prospects and their capability to give; provide the Director and Board members with necessary background and materials for personal solicitations to prospective supporters;
- Set appointments for the Director and other program staff with foundation officers, individual donors and prospects and prepare materials for these meetings; and help maintain relations with these individuals;
- Work with the staff and Board to manage law firm giving campaign;
- Research prospects for corporate funding and develop a corporate funding/partnership initiative;
- Serve as Board liaison, prepare Board meeting materials, and manage Board members' fundraising commitments;
- Oversee and assist with the preparation of budgets and financial reports;
- Strengthen and maintain existing databases related to development;
- Manage postal and electronic appeals to donors and prospects;
- Draft and coordinate monthly newsletter production, advocacy action alerts, electronic campaign solicitations and holiday messages, media advisories, and press releases;
- Coordinate social media and oversee website maintenance and updates;
- Manage media relations and media contacts database, serving as press contact for organization;
- Perform other related duties as assigned.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- A minimum of a bachelor's degree or educational equivalent required;
- Four to six years of experience in fundraising/development/communications for a non-profit organization for the associate-level position; at least seven years of experience in these areas for the director-level position, including at least two years management experience.

KNOWLEDGE, SKILLS & ABILITIES.

- A strong commitment to CGRS's mission;
- Demonstrated ability to write in a clear, structured, articulate and persuasive manner;
- Previous grant-writing experience preferable;
- Excellent oral communication and inter-personal skills;
- Comfortable and creative with the use of social media to promote the organization's activities and accomplishments;
- Ability to work under pressure, setting goals and meeting them;
- Ability to keep track of and meet deadlines;
- Proficiency in all Microsoft Office programs, especially Excel, as well as previous donor database experience is required; knowledge of Raiser's Edge a plus;
- Knowledge of HTML a plus;
- Familiarity with organizational budgets and budgeting software;
- Strong attention to detail, excellent organizational, administrative skills;
- Ability to take initiative, prioritize with minimal supervision and work independently, (a self-starter), as well as being able to function as a member of a team;
- Creative, "outside the box" thinking;
- Enthusiasm to learn and grow in both demanding and close-knit staff environment.

BENEFITS

- Comprehensive medical, dental and vision insurance coverage
- Life Insurance
- University of California Retirement Plan (defined benefit)
- Disability Insurance
- Legal Insurance

- Generous vacation and sick leave
- Thirteen paid holidays per year
- Pre-tax Retirement Savings Programs
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses

THE HIRING PROCESS

To apply, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Dev%20Director%20or%20Associate%20-%20CGRS%20Aug2016>

Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.

Please Note: *This position has been designated as “sensitive” and requires a pre-employment background check.***

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

UC Hastings College of the Law is an Equal Opportunity Employer