



# 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 Associate Center for WorkLife Law

**Classification:** Level 2 / Class Code 2036 / Exempt / Full-Time / Benefited / Represented

**Hiring Salary:** \$47,788 (Commensurate with qualifications)

**Posting Date:** March 29, 2018

### ABOUT THE CENTER FOR WORKLIFE LAW

[The Center for WorkLife Law](#), housed at the University of California Hastings College of the Law, is one of the nation's leading nonprofit and research organizations devoted to advancing gender and racial equality in the workplace and in education. WorkLife Law's current initiatives include legal advocacy to promote the rights of pregnant and breastfeeding employees; [The Pregnant Scholar](#) online toolkit on pregnancy and parenting in higher education; research on how gender bias differs by race; a path-breaking study on fair work schedules for hourly workers; social science research on interrupting bias in the legal profession, STEM, and other industries; and programs and best practices for advancing women leaders. The Center has also been a pioneer in the field of Family Responsibilities Discrimination (FRD), a form of employment discrimination against workers based on their family caregiving responsibilities.

### THE ROLE

The Development Associate will support the Center's development and fiscal activities, reporting to the Director of Women's Leadership and the Deputy Director. The Development Associate will assist the Director of Women's Leadership with administrative support, schedule coordination, and planning relating to the Center's income-generating programs to advance women leaders in law and business. The Development Associate will provide support for special events, Board affairs, outreach, funder research, and other fundraising-related activities. The Development Associate will also be responsible for managing the Center's finances, budgets, and vendor contracts, under the supervision of the Deputy Director and in coordination with other Hastings staff. The Development Associate will occasionally assist with general administrative support, along with research relating to funding and/or revenue-generating programs.

**This is a one-year temporary contract appointment, with the possibility of renewal depending on availability of funding.**

### RESPONSIBILITIES

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

- **Special Events** – Work with the Founding Director, Director of Women's Leadership, and key affiliates to plan and provide administrative support for various events and speaking

engagements; assist with scheduling, outreach, preparation of materials, post-event outreach, and other aspects of event coordination; provide support for major conferences and training programs including [Hastings Leadership Academy for Women](#) and [Cutting Edge Conference](#) in the weeks leading up to the event.

- **Women’s Leadership Edge membership program** – Assist with coordination of keynote speaking events, including scheduling and travel coordination; oversee member payments including billing, invoicing and working with other Development staff to communicate with members to ensure member payments; provide technical support for webinars.
- **Websites and social media**- Maintain, edit, and update websites, manage the Center’s Twitter and LinkedIn accounts.
- **Administrative Support** – Assist Director of Women’s Leadership and Director with scheduling and communications.
- **Grants** – Support senior staff in grant application and reporting processes, conduct research to identify new sources of funding, and assist with funding strategy/outreach.
- **Finance** –
  - Track and maintain WorkLife Law budgets and accounts (soft and hard funding);
  - Work with Deputy Director to coordinate fiscal activities associated with WorkLife Law, including tracking expenses, processing payments to vendors, submitting travel and expense reimbursement requests, processing vendor invoices, preparing expense reports, and assisting with preparation of annual and mid-year budget reports;
  - Prepare and track vendor contracts;
  - Understand and comply with the College’s financial policies and procedures; ensure expenses are properly accounted for to facilitate month-end and year-end close;
  - Administer the fiscal aspects of the Center’s grants, including assisting in developing budgets for grant proposals and preparing fiscal reports to funders; and reconcile grantor funding to the College’s records;
  - Prepare consultant contracts and contract amendments and coordinate with consultants on fiscal matters;
  - Assist Deputy Director with additional activities related to HR and payroll.

## REQUIREMENTS

### EDUCATION AND EXPERIENCE

- Bachelor’s degree with strong academic record (degree in gender studies, psychology, sociology, labor studies, or a related field is a plus);
- Between one and four years of work experience is preferred;
- Proven track record of high performance within an office environment or other work environment (experience in non-profit or development setting is preferred);
- Experience in client- or customer-facing role preferred;
- Experience managing social media and online presence is a plus;
- Experience with grant application and reporting processes is a plus;
- Interest in and commitment to gender equity issues and/or workers’ rights preferred.

### KNOWLEDGE, SKILLS & ABILITIES.

- Impeccable attention to detail required;
- Ability to manage multiple assignments from different supervisors at once and prioritize work appropriately in deadline-driven environment;
- Ability to perform under pressure;
- Familiarity with social media for organizational accounts;
- Familiarity with event planning, fundraising, board management, or other development-related knowledge preferred;
- Excellence in research and writing;

- Familiarity with Microsoft Office (including Word and Excel), Wordpress, Twitter, LinkedIn, Salesforce, and ability to pick up other software and applications quickly;
- Ability to credibly, clearly, professionally, and reliably communicate with colleagues and individuals inside and outside of the organization – both orally and in writing;
- Desire to take initiative and ownership over projects;
- Flexible, can-do attitude, and willingness to wear multiple hats;
- Keen sense of judgment and tact;
- A commitment to WLL's values and mission.

## BENEFITS

### Health and Welfare Benefits

- Comprehensive medical, dental and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses
- Employee Assistance Program

### For your Financial Future

- Life Insurance
- Disability Insurance
- Legal Insurance
- University of California Retirement Plan (defined benefit)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

### For your Work/Life Balance

- Fourteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

## THE HIRING PROCESS

To apply, send your resume and cover letter to Anna Garfink at [garfinkanna@uchastings.edu](mailto:garfinkanna@uchastings.edu)

**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. **A skills assessment will be conducted to determine if the minimum requirements are met.** 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.**