



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 AND COMMUNICATIONS COORDINATOR

CENTER FOR GENDER AND REFUGEE STUDIES

Classification: Level 2 / Class Code 2030 / Exempt / Full-Time / Benefited / Non-Represented

Hiring Salary Range: \$46,622 - \$65,733 (Commensurate with qualifications)

Posting Date: March 28, 2018

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 research and advocacy organizations, works to advance the human rights of women, children, LGBTQ, 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 guidance, 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 take responsibility for the implementation of many aspects of CGRS's development and communications program.

RESPONSIBILITIES

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

- Lead drafting of grant proposals, reports, and other appeals to various funders utilizing task management systems to manage workflow and coordinate with other members of CGRS's development team.
- Develop and lead electronic campaign solicitations and holiday messages to help grow CGRS's network of individual supporters.
- Work closely with Deputy Director and Advisory Board to implement donor cultivation strategy and to organize donor cultivation events.
- Analyze and process incoming donations and grants; strengthen and maintain donor and grant management databases.
- Design, oversee, and execute CGRS communications plan, drafting press releases, quarterly newsletters, advocacy alerts, and oversee dissemination.

- Manage CGRS website and social media accounts, creating new content and cultivating connections with peer organizations, thought leaders, and key media contacts.
- Track media coverage and maintain media contacts database, serving as press contact for organization; moderate CGRS listserv and other contact lists.
- Supervise administrative support staff to support CGRS's communications and fundraising efforts, including periodic check-ins, evaluations, and feedback on written work.
- Recruit and supervise interns who can provide additional support to CGRS's overall communications and development strategy.
- Maintain, improve, and assess ongoing data collection in CGRS's one-of-a-kind database of asylum cases from around the country tracking outcomes from all levels of immigration adjudication; troubleshoot database issues and in consultation with program staff identify necessary modifications and upgrades; and work directly with Drupal developer to implement improvements.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- A minimum of a bachelor's degree or educational equivalent is required.
- A minimum of two years of professional work experience in the nonprofit sector is required.

KNOWLEDGE, SKILLS & ABILITIES

- A strong commitment to CGRS's mission and interest in women's and refugee rights.
- Ability to oversee and manage multi-step projects and campaigns, and to supervise junior staff and interns.
- Excellent oral communication and inter-personal skills.
- Demonstrated ability to write in a clear, structured, articulate, and persuasive manner; grant writing experience strongly preferred.
- Must be tech-savvy and have strong working knowledge and experience with Microsoft Office (Word, Excel, and PowerPoint) and wide range of web and database software; knowledge of Raiser's Edge and iContact a plus.
- Strong attention to detail, organizational skills, and ability to multi-task in a busy office environment.
- 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.
- Comfortable and creative with the use of social media to promote the organization's activities and accomplishments.
- Knowledge of HTML a plus.
- Creative, "outside the box" thinking.
- Enthusiasm to learn and grow in both demanding and close-knit staff environment.
- Be Trustworthy with sensitive and/or confidential personnel, financial, and case information.

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, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Development%20and%20Communications%20Coordinator%20-%20CGRS%20Mar2018>

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.

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