



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 modern legal challenges.

Director of Planned Giving Office of Development and Alumni Engagement

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

Hiring Salary Range: \$80,000 - \$105,000 annually (commensurate with qualifications)

Posting Date: January 26, 2018

THE ROLE

The Director of Planned Giving is tasked with building, leading, and managing the planned giving program for UC Hastings College of the Law. Reporting to the Chief Development Officer, the incumbent will hold primary responsibility for cultivating and securing deferred and planned gifts such as bequests and estate plan gifts, life income gifts, trusts, and complex outright gifts to benefit the College. The Director leads marketing and education efforts about such vehicles of giving both internally and externally.

The successful candidate will possess a broad and keen understanding of planned giving processes, and demonstrate an ability to successfully market, cultivate, and secure such gifts. He/she will have exceptional interpersonal skills, strong oral and written communication skills, and be capable of managing multiple deadlines and priorities.

RESPONSIBILITIES

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

- Managing a portfolio of 150 +/- planned giving prospects, and with a target of 125-150 face-to-face annual visits, secure and conduct in-person meetings to qualify, engage, solicit, and steward the College's planned giving donors and prospects.
- Lead prospects through the qualification, cultivation, and solicitation cycle with the aim of increasing the number of Legacy Society members (those who leave UC Hastings in their estate plan).
- Manage the existing Planned Giving committee of the UC Hastings Foundation Board of Trustees, including serving as the staff lead for committee calls and all related efforts.
- Present on planned giving progress, results, and strategies at full Foundation Board meetings and other leadership meetings as requested.
- Develop, lead, and execute an annual and targeted marketing strategy with the goal of elevating awareness of planned giving opportunities, increasing Legacy Society enrollment, and stewarding existing members.
- Propose and develop stewardship efforts tailored specifically for Legacy Society members.

- Educate potential planned giving donors and develop targeted campaigns around outright gift opportunities such as qualified charitable distributions from individual retirement accounts.
- Collaborate with Alumni Engagement and Annual Giving colleagues to solicit members of reunion classes for planned gifts with an emphasis on those celebrating their 50th Reunion.
- Collaborate with and assist gift officers with the preparation, explanation, and/or solicitation of planned and blended gift solicitations.
- Lead or assist on special fundraising and departmental projects.
- As a member of the Development and Alumni Engagement team, represent the College at various events both on and off campus.
- Track and record activities as they relate to assigned prospects using Raiser's Edge constituent management software and report regularly to the Chief Development Officer.
- Other duties as assigned.

REQUIREMENTS

- Bachelor's degree required; JD preferred.
- A minimum of 2 years of progressive and successful planned giving experience or related career field such as law, accounting, or financial planning.
- An understanding of tax, trust, probate, and other laws affecting charitable giving.
- Ability to understand the needs and priorities of an organization, and to develop appeals for planned giving support in a compelling and convincing manner.
- Excellent written and oral communication skills, including demonstrated writing and editing skills in the preparation of appeals, and in the drafting of related correspondence.
- Stellar relationship building skills and ability to build rapport with internal and external stakeholders around innovative ideas and programs.
- Ability to work with and inspire others, including prospective donors and their advisors, and volunteers.
- Commitment to appropriate use of sensitive and confidential constituent data.
- Excellent time management and follow-up skills, as well as an attention to detail.
- Ability to work well under deadline and to manage multiple projects simultaneously.
- Ability to establish and achieve quantified objectives.
- Ability to work independently and as part of a team.
- Ability to travel around the region and to other areas of the country.
- Must have a valid driver's license.

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=Director%20of%20Planned%20Giving%20-%20Jan2018>

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.

Note: Do not close the web browser/tab until you have completed the application and selected the submit button at the end. Otherwise, your application will not be saved and you will need to restart the process.

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. UC Hastings strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding and respect. UC Hastings College of the Law is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching. Qualified women and members of underrepresented minority groups are strongly encouraged to apply.