Recruitment for:

GRANT WRITER
ALUMNI CENTER
The College
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 directly associated with the greater UC System for the provision and administration of employee payroll and benefits. However, at the same time, it is independent from the UC System in many other ways, including having its own Board of Directors, administering its own finances and investments, and having its own Chancellor, who also serves as Dean.

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.

The Position
- Do you enjoy learning about an organization at a deep level so that you can apply that knowledge to selectively seek and obtain grants?
- Are you comfortable working with a broad range of stakeholders, including administrators, faculty, center and program directors, alumni, and foundation officers?
- Do you have a track record of writing successful grant proposals of $100,000 and above?
- Are you able to write persuasively about the academic programs, needs and priorities of UC Hastings?

If so, this is a FABULOUS opportunity for you!

You will work closely with the Managing Director and Assistant Dean for Institutional Advancement to build, grow and sustain the College’s grant writing program. Under the direction and reporting to the Managing Director of Development, you will write and edit grant applications -- including budgets, proposals, letters of intent, grant reports and related correspondence -- creating and compiling proposals and other supporting materials. You will also develop tracking systems, and evaluate and report your results.

The Program
As the Grant Writer for the Alumni Center, you will have the opportunity to make a significant impact by building on a program that is fairly new, yet has already seen a significant amount of success. Grant awards at UC Hastings College of the Law have increased more than 48% over last year. Leading grant makers, such as the MacArthur Foundation and the Rockefeller Family Fund are recognizing and providing significant financial support for the
College’s mission to provide an academic program of the highest quality, based upon scholarship, teaching, and research. With foundation support, The College is able to ensure our graduates have a comprehensive understanding and appreciation of the law and are well trained for the multiplicity of roles that they will play in a society and profession that are subject to continually changing demands and needs.

Although it is fairly new, the program has already garnered the following grants:

- Kellogg Foundation -- $100,000
- NoVo Foundation -- $225,000 and $150,000
- Kauffman Foundation -- $121,500
- Blackstone Foundation -- $100,000
- Moriah Fund -- $220,000
- John D. and Catherine T. MacArthur Foundation -- $100,000


As UC Hastings’ Grant Writer you will be able to work on an interesting variety of projects; some examples of projects that have been supported through grant writing include:

- Center for Work life Law: “Schedule Stability for Hourly Workers” and “Pregnancy Accommodation Working Group” projects
- Institute for Innovation Law: “Legal Support for Early Stage Companies” project
- Center for Gender & Refugee Studies: Projects concerning combating gender-based violence, and supporting unaccompanied immigrant children

**Characteristics of the Ideal Candidate**

The ideal Grant Writer will have significant breadth and depth of experience in advancement/development communications and a proven track record of successful grant writing for higher education or nonprofit institutions. S/he will welcome the opportunity to build a successful grants program as an integral part of the UC Hastings fundraising program. The ideal candidate is articulate and an outstanding listener, and able to ask good questions in order to concisely and compellingly make a case for support. The grant writer will be confident and collaborative, and will proactively work with a broad range of stakeholders, including faculty. Strong candidates will possess a customer service philosophy and a strategic problem-solving approach. The successful candidate will be able to effectively manage the grant seeking process from identification and submission to reporting. Candidates whose track record illustrates a track record of success in grant seeking will be very favorably considered.
Required Education and Experience

**Education:** Bachelor's Degree

**Experience:**
- At least two years writing grant proposals, preferably in an institution of higher education, including monitoring and meeting grant income goals;
- Intermediate skills using Microsoft Office Suite and proficient at online research and data mining; and
- Working in a deadline-driven environment.

Compensation and Benefits

The salary for this position is $60,000 to $77,511 (mid-point); placement within the range is dependent upon the qualifications and experience of the selected candidate. This is an exempt position, represented by AFSCME, Local 3299. UC Hastings also offers excellent benefits, including:

- Health, dental and vision care insurance plans
- University of California Retirement Plan (defined benefit)
- Vacation accrual based upon prior work experience
- Eight hours sick leave accrual per month
- Thirteen paid holidays per year
- Life Insurance
- Pre-tax medical, dependent care and transportation programs

Recruitment Process

To be considered for this outstanding career opportunity, please send a cover letter and resumé via email or U.S. Mail no later than 5:00 p.m. Friday, February 27, 2015 to:

Ms. Laura Jackson
Managing Director of Development
UC Hastings College of the Law
200 McAllister St
San Francisco, CA 94102
jacksonl@uchastings.edu

**Please Note:** *This position requires a pre-employment background check.*

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources at (415) 565-4703 or HumanResources@uchastings.edu if you require a reasonable accommodation to apply for this position.