



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.

Manager, Annual Giving and Development Communications

Office of Development and Alumni Engagement

Classification: Level 3 / Class Code 1740 / Exempt / Full-Time / Benefited / Represented

Hiring Salary Range: \$60,820 - \$85,137 annually (commensurate with qualifications)

Posting Date: March 29, 2018

THE ROLE

Under the supervision of the Sr. Director of Alumni Engagement, the Manager of Annual Giving and Development Communications works to create a culture of philanthropy amongst alumni, faculty, staff and students. He/She is responsible for the management of a comprehensive annual giving program with the goal of increasing community engagement as measured primarily by annual giving participation. The Manager of Annual Giving and Development Communications balances a keen understanding of metric driven campaigns with strong and persuasive writing to solicit key constituencies via all manners of communications (e.g., direct mail, email, phone, mobile, social media and web).

The successful candidate will demonstrate a broad range of administrative and project-based leadership, possess exemplary organization and communication skills, and maintains an impeccable attention to detail. He/she is capable of managing multiple deadlines and priorities, and is comfortable working in a fast-paced environment both independently and as part of a team.

RESPONSIBILITIES

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

Annual Giving and Development Communications

- In collaboration with the Sr. Director of Alumni Engagement, set annual giving goals and develop and drive a master plan and calendar for all phases of the College's annual giving program.
- Coordinate and implement marketing and communications strategies in support of existing and emerging annual giving campaigns, including, but not limited to, Class Reunions, Corporate Giving/UC Hastings Challenge, Student/Staff/Faculty Giving, and Giving Tuesday.
- Coordinate the production of appeals, digital and print, from initial conception in collaboration with development colleagues, to working with outside vendors on design, printing, and mailing.
- Write effective and persuasive appeals, print and digital, as well as scripts for phone and personal outreach.

- Manage the College's phonathon program, including overseeing the program's third-party telemarketing vendor, and recruiting, hiring, and training in-house student callers.
- Regularly prepare reports and analyses to monitor annual giving revenue and campaign success and participation.
- Other duties as assigned.

Volunteer Management and Community Engagement

- In collaboration with the Sr. Director of Alumni Engagement, identify, recruit, train, manage, and inspire annual giving campaign volunteers.
- Actively build relationships with UC Hastings alumni, faculty, staff and students to communicate annual giving campaign information and generate community buy-in and support.
- Prepare and distribute progress reports and campaign communications for volunteers and supporting staff.
- Other duties as assigned.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's degree required.
- A minimum of 2 years of progressive and successful development experience in annual giving, preferably in the higher education arena.

KNOWLEDGE, SKILLS & ABILITIES.

- Ability to understand the needs and priorities of an organization, and to develop appeals for 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, often for the signature of institutional leaders.
- Stellar relationship building skills and ability to build rapport with internal and external stakeholders around innovative ideas and programs.
- Commitment to appropriate use of sensitive and confidential constituent data.
- Excellent time management and follow-up skills.
- 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=Mgr%20Annual%20Giving%20Dev%20Comm%20-%20Alumni%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.

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.