Position Description

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Under the joint direction of the Associate Vice Chancellor for Development, School & Units Program (AVCSUP) and the Arboretum Director / Assistant Vice Chancellor, Office of Administrative & Resource Management, position involves designing, developing, delivering, and administering an integrated fundraising program for the UC Davis Arboretum and Public Garden's GATEways Project (Gardens, Arts and the Environment). Key priorities include major gifts, planned giving and developing strategies for involvement of the Arboretum and Public Garden in the next UC Davis comprehensive campaign. Cultivates, stewards, and solicits from existing donor pool and qualifies new donor prospects. Develops donor-related materials, marketing plans, and organizes donor programs/events in collaboration with other Arboretum staff and volunteers.

Job Summary:

Serves as the lead development professional of the UC Davis Arboretum and Public Garden for the GATEways Project.

Department Specific Job Scope:

Maintains a portfolio of donor prospects that include the most influential, complex or highest rated donors. May have authority to make commitments and precedent-setting decisions regarding
program design, development, and procedures. May oversee the work of professional and support staff. Position is expected to raise gift dollar amounts as established in expectations.

Positions Supervised: NA

80% DEVELOPMENT
- Serves as an expert lead development professional for major/principal gifts, with some gift planning knowledge.
- Maintains a portfolio of donor prospects that includes influential, complex or highest rated donors.
- Develops, creates, writes, implements, and/or evaluates individualized marketing plans and/or strategies for cultivation and solicitation of major gifts, gift planning, or corporate/foundation prospects (strategies typically require a high degree of innovation).
- Presents formal fundraising proposals to major donors and prospects or prepares senior management to present proposals.
- Serves as resource for assigned area of expertise, interacting with prospects, donors, staff, and outside professionals to provide information, advice and counsel regarding major/principal gifts and assigned specialized program(s).
- Creates, establishes and evaluates methods for building/maintaining prospect and volunteer constituencies and identifies, recruits and directs the activities of high-level volunteers.
- Must comply with UC Davis Development policies and utilize the services and systems of the UC Davis Development Prospect Management System (PMATS) and AIS database. May oversee or supervise the work of professional and support staff.

20% OPERATIONAL
- Analyzes needs and creates strategic and long-range plans for fundraising programs, campaigns and other advancement programs related to the GATEways Project. Has the authority to make commitments and precedent-setting decisions regarding program design, development and procedures in consultation with supervisor and program directors.
- Develops individual, sophisticated, long-term donor strategy.
- Ensures that predetermined fundraising goals are met.
- Supports teamwork and collaboration across UC Davis.
- Follows a donor-centered approach to fundraising
- Designs and implements highly specialized program activities.

Physical Demands:
- Stand for extended periods of time during events.
- Work at a computer for extended periods of time.
Work Environment:

Work occasional evenings and weekends to meet fundraising and operational needs.

Requires some travel and may necessitate occasional overnight trips.

Provide own transportation to off-site meetings and events.

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Background Check: Yes

QUALIFICATIONS

Expert knowledge of all aspects of fundraising, public relations and donor relationship management.

Significant demonstrated experience securing major gifts to meet or exceed fundraising goals and objectives.

Advanced political acumen to establish and maintain good working relationships at all organizational levels and with outside constituencies, including donors and volunteers.

Expert interpersonal communication skills (written and oral), allowing for the creation of compelling letters and proposals that are eloquent and grammatically correct.

Minimum Qualifications:

Expert skill in making persuasive presentations of campus goals/objectives.

Expert analytical, critical thinking, problem-solving and negotiation skills.

Expert project/program management skills, including skill in setting and meeting program/project goals and objectives within budget and time constraints.

Skill to interpret university policies and procedures, analyze and summarize possible implications, evaluate alternatives and provide recommendations for solutions.
Expert knowledge of all applicable laws, rules, regulations, institutional policies, etc.

Demonstrated experience leading fundraising programs in a higher education and/or public museum setting.

Demonstrated experience managing a major individual gift prospect portfolio, including developing and implementing individualized prospect strategies.

Demonstrated experience working with private foundations, and leveraging state and federal government support to secure private funding for endowments, programs, and projects.

Demonstrated experience educating prospective donors about planned giving vehicles.

Demonstrated experience in developing campaign tools/strategies and leading campaign fundraising activities.

Experience and skill to work with support staff to plan donor cultivation and stewardship events and activities.

Preferred Qualifications for Selection:

Demonstrated experience in working with university-level alumni, community volunteers and/or other donor constituency groups, including creating and implementing group-specific communications, organizing and managing group meetings (in person and/or virtual) and resolving group conflict in a professional manner.

Expert knowledge of the campus including its vision, mission, goals, objectives, achievements, infrastructure and current issues of concern for both the campus and higher education in general.

Expert knowledge of the needs, mission, and broader vision of the UC Davis Arboretum and Public Garden, the GATEways Project, and/or of living museums in general.

Experience in the topical areas related to living museums (e.g., education, community engagement, sustainability, environment).

Technical proficiency using advanced features of MS Office Suite software and advanced database programs.

Experience preparing spreadsheets, graphs, tables, statistical
reports and PowerPoint presentations.