Job Summary:
Under the general direction of the Executive Director of Development, the Associate Director, Capstone Programs is a fundraising professional who works collaboratively with the Development team and industry partners in the Donald Bren School of Information and Computer Sciences and University Advancement colleagues to lead specific development programs and secure significant philanthropic support for the DBSICS, with a goal of securing corporate partnerships and gifts for the ICS Capstone Program s. The scope of responsibilities include: qualification, cultivation, and solicitation of new and existing donors, donor engagement, meeting metrics, development and coordination of fundraising programs, development of collateral material, presentations, newsletters, stewardship, and coordination of leadership meetings. The incumbent performs coordination of complex duties that engages with confidential and sensitive information of a broad scope related to donor relations, annual and major gift fundraising, and public relations. Incumbent is a motivated individual willing to partner with development officers, and faculty in priority areas to create opportunities for friends, alumni and corporations to give.

The Donald Bren School of Information and Computer Sciences aims for excellence in research and education. Our mission is to lead the innovation of new information and computing technology by fundamental research in the core areas of information and computer sciences and cultivating authentic, cutting-edge research collaborations across the broad range of computing and information application domains as well as studying their economic, commercial and social significance. The diversity of our collaborations serves to reshape domains as far reaching as education, art and entertainment, business and law, the environment and biological systems, health care and medicine. Consistent with our mission, we are committed to ensuring excellence through inclusion, producing a diverse, educated workforce for advancing technology, stimulating the economy and transferring new technology into the public realm to greatly advance quality of life. The Donald Bren School of Information and Computer Sciences (ICS) Capstone Program planned program growth includes increasing capstone projects and interdisciplinary projects. To prepare for and support program growth, the school is enhancing program development, including processes, protocols, and communications. The role will work with both undergraduate and graduate student projects with an added focus on building out the professional (self-supporting) master’s-level projects across all ICS departments. The ICS Capstone Program Coordinator conducts outreach to prospective industry sponsors, securing capstone funding commitments, event planning, scheduling, and general program management. The ICS Capstone Program prepares students with the multidisciplinary skills to lead enterprises in the industry, government, and nonprofit sectors. As the culminating project in a student’s education, the ICS Capstone Program requires student teams to integrate and apply their technical coursework to a real-world problem from an industry sponsor, with project involvement by an industry-based mentor. The Industry Capstone Program Coordinator will operate under the general supervision of the Executive Director of Development, and will collaborate closely with the Senior Associate Director of Corporate Relations.

Job Description:
Job Essential Function 1
Percent of Time: 20%
Identifies, cultivates, solicits and/or stewards a portfolio of 25-50 donor prospects at the $5,000 to $25,000 level in collaboration or independently. Conduct extensive outreach and some discovery calling to qualify prospects. Utilizes and updates donor database as required by University prospect management policies including filing contact reports and opening and closing proposals.

Job Essential Function 2  
Percent of Time: 20%  
Ensures that predetermined fundraising goals are met. Conducts 15 documented substantive meetings per month. Qualifies five new gift prospects through personal appointments each month. Works closely with internal and external stakeholders to determine which identified prospects have viable potential to make gifts within the $5,000-$25,000 range or above. Responsible for securing new gifts and commitments within the $5,000-$25,000 range.

Job Essential Function 3  
Percent of Time: 15%  
Designs, organizes, and implements special events and has direct interaction with alumni and other donors.

Job Essential Function 4  
Percent of Time: 15%  
Provides analysis and information of complex results or activities, and makes recommendations to upper management for program changes or development of new programs as required. Plans, schedules, and implements fundraising and alumni relations projects and programs, including the annual fund, alumni relations outreach, corporate and individual donor search activities, etc.

Job Essential Function 5  
Percent of Time: 10%  
Develops strategies within existing policy guidelines. Participates in short- and long-range strategic planning for the School. Works with Marketing and Communications team to develop strategies that support fundraising. In collaboration with the Executive Director of Development and the School’s Marketing and Communication team, creates and implements a strategic communications plan and proposals with the goal of effectively marketing the school, its academic departments, faculty and research activities for development purposes.

Job Essential Function 6  
Percent of Time: 10%  
Assists in detailed planning of fund development and annual solicitation programs. In partnership with the Executive Director of Development, develop an annual plan for fundraising.

Job Essential Function 7  
Percent of Time: 10%  
Provides support to the Executive Director and Senior Associate Director of Corporate Relations with volunteer management of Industry Advisory Board and recruits individual and corporate prospects with an inclination to serve in a volunteer role. Provides assistance to deans, administrators, department chairs and faculty in the identification and solicitation of donors, corporations and foundations.

Skills, Knowledge and Abilities:
Required:
Strong written and interpersonal communication skills to establish and maintain good working relationships throughout the organization and with outside constituencies. Ability to prepare complex and detailed proposals and related materials.

Thorough working knowledge of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques.

Strong organizational, analytical and critical thinking skills, including skills in creative and effective decision-making and problem identification / avoidance / resolution, and project management skills.

Strong skills in maintaining confidentiality.

Team-oriented strategist able to effectively manage complex situations involving multiple and sometimes competing constituencies.

Ability to work independently with department, school and institutional goals in mind.

Strong knowledge of applicable laws, rules, regulations, policies, etc.

Understanding of academic, research and education functions and operating principals of a major research university

Skill in communicating persuasively, both orally and in writing, about private philanthropy in general and in particular as it applies to UCI.

Preferred:
Thorough working knowledge of the location, its vision, mission, goals, objectives, achievements and infrastructure.

Working knowledge of Salesforce or comparable a donor/prospect database system

Please apply via the link below:
https://careersucirvine.ttcportals.com/jobs/10861534-associate-director-capstone-programs