Title: Sr. Associate Vice President of Development for Diversity and Inclusion

Pay Scale Group: 99

Description Summary

Reporting to the Vice President of Development and Alumni Relations/President of the UC Foundation, serve as the major gift officer for The Office for Diversity and Inclusion's fundraising program. Create comprehensive operating plan, raising funds for diversity related programs and initiatives, develop and implement strategic diversity funding objectives, communication policy/strategy and serve as a resource for related staff development.

Characteristic Duties

Develop and implement cultivation and solicitation strategies for institutional diversity; build and manage a portfolio of major gifts prospects to strengthen their ties to diversity initiatives.

Collaborate with the Vice President for Development, the Chief Diversity Officer, development officers, program and center directors, development leaders, prospect team members and regional officers to identify, cultivate, solicit, and steward individuals, organizations and corporate entities, directed towards establishing major support for this initiative; and recognition of its overall importance in the University's mission.

Establish and implement short- and long-range goals, objectives, and activity metrics for the Diversity fundraising program; serve as a key liaison to the Office of Diversity on development matters.

Serve as primary contact for rated individual prospects; develop and implement cultivation and solicitation strategies for institutional diversity; build and manage a portfolio of major gift prospects.

Build and maintain positive and productive long-term fundraising relationships between donors/prospects and the university.

After surveying, studying, and identifying potential individual contacts, develop an aggressive travel schedule, regionally, nationally, and internationally, to cultivate, solicit and steward donors from all sectors, with the goal of maximizing financial support for the program.

Convey with clarity and conviction the importance of supporting diversity efforts across the spectrum at the university.

Working with the President of the UC Foundation and Vice President for Development create a personal and comprehensive development operating plan engaging private support for diversity initiatives, outlining individual goals and objectives, and adhering to performance benchmarks.

Provide timely reports regarding contacts and strategies for cultivating and soliciting prospects, annual operating plans, and mid-year and annual self-evaluation reviews; ensure that timely and accurate information regarding contacts, prospects and travel are entered into the database in order to facilitate efficient communication and coordination across the institution.
Serve as primary development contact to leadership boards, including but not limited to the African American Alumni Affiliate, LGBTQ Alumni Affiliate, and other multicultural constituencies.

Play a key role in developing both internal and external collaborations and partnerships that are designed to address the development needs of multicultural or diverse constituencies, particularly African-Americans, Hispanics, Native Americans, and Asian Americans.

Work with Donor Stewardship to develop, implement and review gift acknowledgment and recognition programs for donors to diversity initiatives.

Supervise selected staff to insure all administrative, clerical and data-base requirements associated with carrying out the initiative are maintained to the highest standards, and completed in a timely and competent manner.

**Minimum Qualifications**

Bachelors' degree and ten (10) years of gift and/or alumni relations experience or advanced degree with seven to ten (7-10) years of major gift and/or alumni relations experience.