

Associate Director - Development - School of Law  
University of San Francisco

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<b>Job Title</b>	Associate Director - Development - School of Law
<b>Department</b>	N/A
<b>Institution</b>	University of San Francisco San Francisco, California
<b>Date Posted</b>	Jul. 6, 2018
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Development/Institutional Advancement
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**Job Description**

Associate Director - Development - School of Law

University of San Francisco

Job Summary:

USF School of Law is a forward-leaning law school committed to producing the next generation of exceptionally trained, ethical lawyers committed to serving the people and institutions of California, the nation, and the world. Working closely with the Assistant Dean, Development and Alumni Relations, the Associate Director, Development is responsible for developing and managing relationships with the law school's donors capable of making gifts of \$10,000 and more. A key focus of this role will be expanding the major gift pipeline (\$25,000 and above) for the School of Law and engaging law school donors in the University's comprehensive campaign. This talented and dynamic professional will conceive of and carry out a variety of cultivation, engagement, and solicitation responsibilities. This

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position collaborates closely with other development staff and other departments throughout the law school and across the University.

### Job Responsibilities:

As a collaborative leader, the Associate Director will work with the Assistant Dean, Development and Alumni Relations to further develop, implement, and oversee USF School of Laws major gift program with particular emphasis on building the major gift program through extensive qualification and cultivation of School of Law alumni. The Associate Director will spend significant time out of the office meeting with prospects and donors. The Associate Director will also be responsible for evaluating, reporting on, and recommending changes or adjustments to the major gift strategy, as needed. Key duties and responsibilities for this role include:

Managing a personal portfolio of 100-125 prospects, developing ongoing personal relationships with those prospects.

Making 8-12 face-to-face prospect visits monthly.

Increasing the number of alumni giving to the School of Law year-over-year by identifying and soliciting alumni with major gift capacity and inclination while also upgrading gifts from current alumni donors.

Preparing customized, written solicitations for a variety of School of Law initiatives.

Remaining current on programs and faculty/research/student initiatives at the School of Law and the University as a whole.

Collaborating with the Associate Vice President of Corporate and Foundation Relations and the Director of Gift Planning to ensure multiple major gift funding strategies are being explored for the benefit of the law school.

Collaborating with the Universitys and the law schools donor engagement and stewardship team to ensure all prospects in the Associate Directors portfolio are being engaged and stewarded.

Other duties as assigned.

### Minimum Requirements:

A minimum of five years of progressive and successful development experience, including direct fundraising and volunteer management. Proven success soliciting and closing gifts from individuals. Ability to understand the needs and interests of major donors in order to develop relationships between them and the School of Law, and a demonstrated track record of success with identifying, qualifying, soliciting, and stewarding major donors.

Broad knowledge of the principles of fundraising and the ability to participate in all aspects of the gift cycle.

Experience in the higher education arena highly desirable, with preference for candidates who have experience with comprehensive campaigns.

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Excellent written and oral communications skills, including demonstrated writing and editing skills in the creation of proposals, and in the drafting of related correspondence, often for the signature of institutional leaders.

Exceptional relationship building skills and the ability to build rapport with internal and external stakeholders around innovative ideas and programs, experience working with faculty preferred but not required.

Excellent time management and follow up skills. Ability to work well under deadlines and manage multiple projects simultaneously.

Evidenced ability to problem-solve and collaborate.

Must be available to work evenings and some weekends.

Must be willing and able to travel and have a valid California drivers license and car to travel to meetings and alumni visits.

Familiarity with the University of San Francisco and alignment with its stated mission to educate minds and hearts to change the world.

**Additional Knowledge, Skills, and Abilities:**

An undergraduate degree is required; advanced degree preferred.

For information on how to apply, please visit the following link:

[url=http://apptrkr.com/1251892]www.usfjobs.com

**EEO Policy**

The University of San Francisco is an equal opportunity institution of higher education. As a matter of policy, the University does not discriminate in employment, educational services and academic programs on the basis of an individuals race, color, religion, religious creed, ancestry, national origin, age (except minors), sex, gender identity, sexual orientation, marital status, medical condition (cancer-related and genetic-related) and disability, and the other bases prohibited by law. The University reasonably accommodates qualified individuals with disabilities under the law.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A



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