As the University of California's first law school, UC Hastings College of the Law is ABA and WASC accredited and committed to outcomes-based education and assessment. It boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco's Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,200 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a dynamic community in which you will interact with staff, faculty and students.

# Director of Development & Communications Center for Gender and Refugee Studies

Classification: Level 4 / Class Code 6111 / Full Time / Exempt / Benefited

**Hiring Salary Range:** (commensurate with qualifications)

Posting Date: 11/7/14

# THE ROLE

The Center for Gender and Refugee Studies (CGRS), based at the University of California Hastings College of the Law, one of the nation's leading refugee advocacy organizations, works to advance the human rights of women, children, LGBT and other refugees who flee persecution, both in the United States and internationally. We provide nationally recognized expert consultation, including trainings, resource development and legal advice, in hundreds of asylum cases each year, many of which result in grants of protection. CGRS also shapes asylum law through involvement in key cases with potential to set precedent, and ensures government accountability through groundbreaking and original research that analyzes adjudication trends. We improve conditions on the ground to prevent refugee flight by presenting the results of international human rights fact-finding, analyzing implementation of existing laws, and collaborating with grassroots movements to advocate for law reform and other justice measures. For more information about CGRS, visit <a href="http://cgrs.uchastings.edu/">http://cgrs.uchastings.edu/</a>.

Under the direction and reporting to the Director and Associate Directors of the Center for Gender and Refugee Studies (CGRS), the Director of Development and Communications will be charged with leading CGRS's fundraising efforts with foundations, law firms, individual donors, corporations, government agencies, and other funding sources, and with managing external communications, including website, social media, newsletters, press releases and media advisories, and media relations.

# **RESPONSIBILITIES**

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

- Draft letters of inquiry, grant proposals, and other solicitation materials to foundations; prepare reports to funders; draft acknowledgement letters;
- Oversee and assist the office manager with the preparation of budgets and financial reports;
- Identify and research new grant opportunities (prospecting) from a broad range of funding sources, including government agencies;
- Set appointments for the Director with foundation officers, individual donors and prospects and prepare materials for these meetings:
- Work with the staff and Board to manage law firm giving campaign;
- Research individual donor prospects and their capability to give; provide the Director and Board members with necessary background and materials for personal solicitations to prospective supporters;

- Research prospects for corporate funding and develop a corporate funding/partnership initiative:
- Serve as Board liaison, prepare Board meeting materials, and manage Board members' fundraising commitments;
- Strengthen and maintain existing databases related to development;
- Manage postal and electronic appeals to donors and prospects;
- Draft and coordinate monthly newsletter production, advocacy action alerts, electronic campaign solicitations and holiday messages, media advisories, and press releases;
- Coordinate social media and oversee website maintenance and updates;
- Manage media relations and media contacts database, serving as press contact for organization;
- · Perform other related duties as assigned.

# REQUIREMENTS

#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree or educational equivalent required;
- At least five to seven years of experience in fundraising/development/communications for a non-profit organization.

# **KNOWLEDGE, SKILLS & ABILITIES.**

- A strong commitment to CGRS's mission;
- Demonstrated ability to write in a clear, structured, articulate and persuasive manner;
- Previous grant-writing experience preferable;
- Excellent oral communication and inter-personal skills;
- Comfortable and creative with the use of social media to promote the organization's activities and accomplishments;
- Ability to set goals and meet them, while working under pressure with ease;
- Proficiency in all Microsoft Office programs, as well as previous donor database experience is required;
- Knowledge of HTML a plus;
- Familiarity with organizational budgets and budgeting software;
- Strong attention to detail, excellent organizational, administrative skills;
- Ability to take initiative, prioritize with minimal supervision and work independently, (a self-starter), as well as being able to function as a member of a team;
- Creative, "outside the box" thinking;
- Enthusiasm to learn and grow in both demanding and close-knit staff environment.

## **BENEFITS**

- Health, dental and vision care insurance plans
- Life Insurance
- UCRP Retirement Plan
- Disability Insurance
- Legal Insurance
- 3+ weeks of vacation starting the first year for full- time employees
- 8 hours accrued sick leave per qualifying month of service for full-time employees
- Thirteen paid holidays per year
- Credit Union
- Pre-Tax Transport Program

## THE HIRING PROCESS

To apply, go to:

http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Director%20Development%20Communications%20-%20CGRS%20November2014

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.

\*\*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.** 

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