**UC Press Position Description**

**Job Title:** Development Director, UC Press Foundation  
**Salary:** Commensurate with Experience  
**Job Number:** 20150029

**POSITION SUMMARY:**

The University of California Press Foundation seeks an experienced professional with a track record of success as a fundraiser and grantmaker/administrator to serve as the Foundation’s Development Director.

Reporting to the Executive Director of the University of California Press Foundation, and working in conjunction with the UC Press Foundation Board of Trustees, the Development Director holds operational responsibility for UC Press Foundation's fundraising and grant making programs with an emphasis on growth to support its mission. Serves as the lead development professional for the UC Press Foundation which has an environment that includes, or potentially includes, donors capable of making very significant contributions to the organization. The Development Director is responsible for working with key stakeholders to personally secure major gifts and foundation grants. Will oversee execution of annual fundraising plan and pipeline, meet budget goals, and engage staff, trustees and donors. Maintains a portfolio of donor prospects that include the most influential, complex or highest rated donors. Oversees the work of professional and support staff. The Development Director will work effectively with the Board of Trustees and Executive Director to establish and cultivate donor relationships. The Development Director should have a deep working knowledge of the field of fundraising as well as experience effectively managing fundraising boards.

The UC Press Foundation is an independent 501(c3) which raises funds through both private philanthropy and grant-writing to support the work of University of California Press. UC Press is one of the top publishers for the academic community. For more than 120 years, it has championed work that influences public discourse and challenges the status quo in multiple fields of study.

**Key Areas of Responsibility**
- Lead Development Professional (30%)
- Donor Portfolio Management (60%)
- Foundation Board of Trustees Engagement (10%)

**Position Requirements**
- A Bachelor's degree and at least five years of experience in nonprofit fundraising, including individual, corporate, and foundation gifts, planned and deferred giving, grant development, and annual programs.

- Demonstrated success in major donor cultivation and solicitation are essential, as well as experience planning and executing a major fundraising campaign and working with boards comprised of prominent corporate and community volunteers.

- Expert knowledge of all applicable laws, rules, regulations, institutional policies, etc.

- Strong written, oral and interpersonal communications skills and political acumen to establish and maintain good working relationships within all organizational levels and with outside constituencies, including members of the Foundation Board of Trustees.

- Expert skill in making persuasive and compelling presentations of organizational goals/objectives and in securing gifts.

- Expert analytical, critical thinking, problem recognition, avoidance, resolution skills.

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

- Skills to meet or exceed fundraising goals and objectives

- Outstanding leadership and interpersonal skills, including the ability to work well with philanthropists, media professionals, consultants, volunteers, and staff.

The University of California Press offers a competitive salary and excellent benefits package. To apply for this position please visit the University of California Office of the President Employment Website: [https://jobs.ucop.edu/applicants/Central?quickFind=58049](https://jobs.ucop.edu/applicants/Central?quickFind=58049)