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Job Details

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Job Summary

Requisition Number:	17771
Job Title:	ADVANCEMENT OFFICER I
Working Title:	Assistant Director of Development
Salary:	\$3,333 - \$6,270.50 monthly
Job Type:	Career
Department Name:	3820-FOWLER MUSEUM AT UCLA
Department Website URL:	www.fowler.ucla.edu
Job Summary Statement:	<p>Under the direction of the Director of Development, the Assistant Director of Development is responsible for evaluating, co-planning and implementing the fundraising strategies for annual operating support through the Museum's individual giving, membership, foundation and government grants programs, and helping to strengthen, cultivate and solicit the individual donor base. The Assistant Director will manage the Fowler's multi-tiered membership program, with particular emphasis on \$1,500 to \$5,000 levels, and will develop and coordinate membership benefits, including small events and educational programs, for these upper-level members. In addition, the Assistant Director will assist with grant-related activities ranging from research, writing, reporting, and administration. The Assistant Director will also work collaboratively with Museum curators, education staff and others to develop funding opportunities and proposals.</p>
Percentage of Time:	100
Shift Start:	variable
Shift End:	variable

Qualifications for Position

21 Records

	Qualifications	Required/ Preferred
	Minimum two years of development experience, preferably in a museum.	Preferred
	Bachelor of Arts degree.	Required
	Knowledge of arts, cultural, and/or educational organizations.	Preferred
	Excellent oral communication skills, poise and presence to interact effectively and diplomatically with members, donors and the public.	Required
	Excellent oral and written communication skills to collect and relate information with accuracy and diplomacy and to solicit potential donors.	Required
	Ability to write persuasively in order to motivate new and prospective members and donors.	Required
	High-level skill in writing and editing correspondence and other materials for correct grammar, spelling, and punctuation.	Required
	Experience planning, managing and overseeing cultivation events.	Required
	Excellent interpersonal skills to establish and maintain collaborative working relationships with staff, University administrators, donors and volunteers and to represent the museum in a professional manner at meetings with colleagues and funders.	Required
	Ability to work independently, follow through on highly detailed assignments with minimal direction, and complete a heavy workload according to deadlines.	Required
	Ability to work effectively as part of a team.	Required
	Ability to handle and maintain sensitive information with discretion and tact.	Required
	Ability to prioritize and balance multiple responsibilities and tasks effectively.	Required
	Ability to think strategically, analyze, problem-solve, and develop efficient systems for resolution.	Required
	Ability to adapt to frequently changing priorities.	Required
	Ability to grasp and integrate into practice University gift policy and management procedures.	Required
	Ability to analyze and summarize computer-generated reports.	Required
	Ability to work evenings and weekends, as needed.	Required
	Computer proficiency and skill with Windows software such as Word, Excel, Outlook and InDesign (preferred) and Photoshop (preferred) to maintain and create complex databases, tables, reports, etc.	Required
	Excellent typing skills to prepare correspondence and reports with speed and accuracy.	Required
	Working knowledge of PMATS and ADVANCE.	Preferred

Additional Posting Information

Bargaining Unit:	99-Policy Covered
Application Deadline:	09-15-2012
null	
Quicklink To Posting:	hr.mycareer.ucla.edu/applicants/Central?quickFind=60379
Special Instructions:	The target salary range for this position is \$3,333 - \$4,583 monthly.
Contact information:	
Number of Positions:	

Special Employment Designations/ Requirements Per UC Policy

Conflict of Interest:	N/A
Critical:	Continued employment contingent upon completion of satisfactory background investigation.
Driving Record:	N/A
E-Verify Check: Certain positions funded by federal contracts/subcontracts requires UCLA to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check. More Information	No Response
Other Special Employment Requirements:	

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