



# UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

## DIRECTOR OF DEVELOPMENT CENTER FOR GENDER AND REFUGEE STUDIES

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

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

**Posting Date:** August 31, 2016

### CENTER FOR GENDER AND REFUGEE STUDIES

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 <http://cgrs.uchastings.edu/>.

### THE ROLE

CGRS seeks a highly motivated individual passionate about refugee rights and ready to lead the charge in CGRS's fundraising efforts with foundations, law firms, individual donors, corporations, government agencies, and other funding sources. This newly restructured position will strengthen CGRS's relationship with our community of supporters and expand and diversify our funding base.

### RESPONSIBILITIES

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

- Develop and execute CGRS's annual and long-term fundraising plan to meet organizational and programmatic goals;
- Explore and pursue new funding opportunities from a broad range of sources that include institutional prospects as well as individual donors;
- Coordinate strategic participation of key staff and board members in all development activities;
- Steward existing donors, develop and implement a major gifts campaign;

- Coordinate with communications staff to generate content for CGRS website, newsletters, and other public forums, executing a messaging and communications strategy for building a sustained base of annual individual donors;
- Take the lead in drafting letters of inquiry, grant proposals, and other solicitation materials; work with staff to prepare reports to funders and other donor appreciation communications;
- Manage the law firm giving campaign;
- Develop and implement a corporate funding/partnership initiative;
- Ensure systems and infrastructure readiness; direct the upgrade and maintenance of existing development databases;
- Oversee and assist with the preparation of budgets and financial reports.

## REQUIREMENTS

### EDUCATION AND EXPERIENCE

- A minimum of a bachelor's degree or educational equivalent required;
- A minimum of five years' experience in fundraising for a non-profit organization, preferably in the areas of women's rights, immigrant rights, human rights, social justice, and/or legal services.

### KNOWLEDGE, SKILLS & ABILITIES.

- A strong commitment to CGRS's mission;
- Proven leadership, strategy, management, organizational, and fundraising skills;
- Demonstrated ability to write in a clear, structured, articulate, and persuasive manner;
- Excellent oral communication and inter-personal skills;
- Strong attention to detail and commitment to accuracy, excellent organizational and 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;
- Ability to work under pressure, setting and meeting goals and deadlines;
- Enthusiasm to learn and grow in a demanding and close-knit environment;
- Familiarity with organizational budgets and budgeting software;
- Proficiency in all Microsoft Office programs, especially Excel, as well as previous donor database experience; knowledge of Raiser's Edge a plus.

## BENEFITS

- Comprehensive medical, dental and vision insurance coverage
- Life Insurance
- University of California Retirement Plan (defined benefit)
- Disability Insurance
- Legal Insurance
- Generous vacation and sick leave
- Thirteen paid holidays per year
- Pre-tax Retirement Savings Programs
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses

## THE HIRING PROCESS

To apply, send your resume and cover letter to [cgrshires@uchastings.edu](mailto:cgrshires@uchastings.edu)

**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.**

**Please Note: \*\*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.**

*UC Hastings College of the Law is an Equal Opportunity Employer*