

## Associate Director of External Relations

- See page 2 for a detailed description of responsibilities.
- Visit this link to apply <https://bit.ly/2U9i38w>

The Associate Director of External Relations position is a fantastic opportunity for anyone who is passionate about climate change solutions and specifically seeking an entry-level role into higher education fundraising.

This person will spend approximately half their time on stewardship and half on pipeline fundraising activities for the Institute of Transportation Studies and the Energy and Efficiency Institute, two world-leading programs in sustainable energy and transportation. The candidate will draft compelling stewardship reports for the unit's most important corporate and foundation donors.

One of the many exciting fundraising initiatives will be helping to design and grow a new individual giving program.

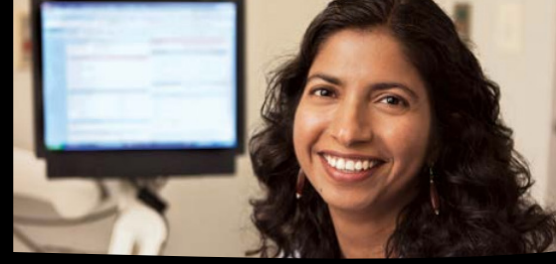


The candidate works within a team consisting of one development assistant and two frontline fundraisers who manage a large portfolio of industry sponsors, and an increasing number of important environmental foundation funders. You will work in partnership with leading faculty and student innovators in sustainable transportation and energy research, where results move from university to industry practice and public policy in the span of months, not lifetimes. Nearly every day during the academic year you'll get opportunities to be inspired by seminars happening within the unit or by special guests. These presentations include the groundbreaking activities of the transportation and energy programs as well as innovators from visiting delegations from around the country and world.

Our offices are located in West Village at UC Davis, the nation's largest planned zero-net energy community. Numerous delegations visit us every year to tour the research facilities.

Creative and new ideas are welcome and encouraged. The transportation and energy community is well connected and within it are a group of alumni and friends ready for meaningful engagement. The candidate will enjoy many social opportunities to involve donors and prospects with face-to-face meetings, running the unit's Give Day event (like the annual Solar Pancake Brunch during Picnic Day), happy hours, and networking events.

Davis is a vibrant university town located 10 miles from Sacramento and 90 minutes from the San Francisco Bay Area. This is a great opportunity to work alongside some of the biggest change makers at UC Davis!



The Associate Director of External Relations will be a part of the UC Davis Institute of Transportation Studies, the Energy and Efficiency Institute and Development and Alumni Relations teams.

Under general supervision of the Senior Director of Development and in close coordination with the Executive Director of the UC Davis Energy and Efficiency Institute, Faculty Director of the Institute of Transportation Studies, the Associate Director of External Relations will administer the unit's prospect/moves management, stewardship, and pipeline donor programs.

**Position responsibilities include:**

Responsible for donor prospect research, analysis, donor relations and stewardship.

Develop and execute plans for the Annual Funds (Friends of ITS and Energy Innovation Fund), event sponsorships and other special fund projects targeted to pipeline donors, upgrading and moving donors through the pipeline.

Generate reports and analyze data that pertain to the identification, cultivation and solicitation of existing and prospective major donor prospects to fundraising staff, and recommend strategies and coordinate follow-up on prospects.

In close coordination and collaboration with energy affiliate program managers, generate impact/stewardship reports on key donor prospects. An example of these reports includes cataloguing all projects and activities of the associated centers of the EEI California utilities who provide significant funding throughout the EEI organization.

Oversee accumulation, preparation, design/production and dissemination of endowment and current use fund impact/narrative reports.

Communicate directly with major donors and prospects to provide giving information in various forms.

Resolve donor issues, and manage the administrative fund raising functions to meet the strategic goal of increasing engagement with individuals, corporations and foundations.

**Minimum Qualifications:**

Bachelor's Degree or an equivalent combination of education and experience.

Experience and knowledge of sustainable transportation, energy, energy efficiency, utilities providers, state, federal and international energy policy.

Experience in development field.

Knowledge and understanding of donor relations and fund reporting principles.

Experience working in a team environment that deals with confidential financial information.

Comprehensive campaign launched July 1, 2016! UC Davis is a global leader in sustainability-related research and instruction, applied technology, and transformative projects and programs that advance knowledge and serve as models for the world. Ideas that start on our campus powered by faculty, students and staff transform the way we live.

As a development or alumni engagement staff member for UC Davis, you will be part of something much greater than any individual; you will be an important stitch in the fabric of a university and a health system that will take its place in history as one institution that improved humanity, fed the world, healed the sick and moved people forward on a global scale.

Come advance your career as a member of the diverse and innovative fundraising team who will build UC Davis' next multi-billion dollar fundraising campaign.

HERE you work alongside others committed to these ideals.  
HERE you work in collaboration, not competition.  
HERE you and your team will work together to make life better, more educated, more fair, more sustainable, more humane, more just.  
HERE every day raising funds for UC Davis is a day well spent.

To learn more about UC Davis or the position please apply directly to our website  
<https://www.employment.ucdavis.edu>  
Requisition number #03024369

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