

As one of America's finest universities, UCLA has a tradition of advancing higher education and the common good through excellence in scholarship, research and public service. The university is an educational and architectural landmark in Los Angeles, attracting thousands of visitors and scholars each year. UCLA's Center for the Art of Performance (CAP UCLA) is the leading presenter of internationally renowned, contemporary performing arts events in Southern California. Collectively serving the campus and greater public, CAP UCLA enjoys a legacy of more than 80 years supporting acclaimed artists who create extraordinary work in the dedicated practices of contemporary dance, theater, music and spoken word in addition to emerging genres. CAP UCLA is part of the School of the Arts and Architecture and regularly collaborates with faculty and students across campus, the Fowler Museum and the Hammer Museum as well as other Los Angeles arts, cultural and community organizations.

Director of Development, UCLA CAP

The Director of Development (DOD) reports to CAP UCLA Executive and Artistic Director, and is responsible for all activity related to CAP's fundraising, special events and donor/volunteer programs including UCLA Centennial Campaign-related giving opportunities for major and legacy gifts to support sustained and future growth of CAP and its endowment. CAP UCLA presents an annual and ambitious slate of performances and programs at multiple venues on the UCLA campus and at The Theatre at Ace Hotel in Downtown Los Angeles. The DOD will be responsible for creating, tailoring and activating short-and long-term plans and robust strategies for individual and foundation giving with particular emphasis on the expansion of an individual major gift effort aimed at achieving those objectives. The DOD will frequently interact with the Executive Producers Council, Artist Circle and Design for Sharing donors, and other high-level members. The DOD will work in concert with CAP senior leadership and the Director of Marketing and Communications to develop and implement a service-oriented donor/patron program. The DOD will also support the Executive and Artistic Director with the interchange between the department and the academic units within the School of the Arts and Architecture and any specific fundraising goals that arise from those collaborations. The DOD will manage a major gift prospect portfolio with goals for solicitations and dollars raised and will also oversee the preparation of all aspects of grant applications and proposals and ensures timely reporting as appropriate. The DOD will work closely with External Affairs partners, especially the Executive Director of Development for the School of Arts and Architecture and the School's team of development professionals.

Requirements:

- Strong communication, negotiation and written skills to build and maintain effective relationships with donors, patrons, administrators, campus and community leaders, staff and volunteers.
- Five or more years of experience working for not-for-profit institutions and their boards with arts organizations and/or colleges and universities with a proven track record of major gift fundraising.
- Broad experience and skills in developing and implementing strategies for cultivation and solicitation of foundations and individuals, particularly at major gift levels.
- Comprehensive knowledge of fundraising and giving potential within public arts organization.

- Broad understanding of contemporary performing arts, trends in arts, and cultural programming nationally and internationally.
- Broad knowledge and understanding of Southern California philanthropic community and performing arts market.
- Knowledge of professional standards and legal requirements regarding fundraising activities.
- Skill in financial planning, budgeting and strong aptitude for statistical and budgetary analysis.
- Working knowledge of complex databases, database development and advance software management and familiarity with fundraising software.
- Demonstrated effective management and leadership abilities in a supporting role.

UCLA offers premier benefits:

- Three weeks vacation per year
- 12 days sick leave per year
- 13 paid holidays per year
- University of California Retirement Plan with 5 year vesting
- 403 (b) pre-tax retirement savings plan
- Legal expense assistance insurance
- Medical, Dental, and Vision insurance
- Health and Dependent Care Pre-Tax Flexible Spending Accounts
- Life and Disability insurance

Apply online at our Career Opportunities website at <https://hr.mycareer.ucla.edu> and search for requisition #27406, or go to:
<http://apptrkr.com/1174412>