

# ASPEN • LEADERSHIP • GROUP

**ASSOCIATE DIRECTOR OF MAJOR GIFTS**  
**UNIVERSITY OF CALIFORNIA, LOS ANGELES SCHOOL OF LAW**  
Los Angeles, California  
<http://law.ucla.edu>

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## UCLA LAW

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The Aspen Leadership Group is proud to partner with the University of California, Los Angeles School of Law in the search for an Associate Director of Major Gifts.

Working closely with the Associate Dean of Development and Director of Major Gifts, the Associate Director of Major Gifts will plan and implement a strong, proactive program to secure major gifts from a portfolio of individual prospects in support of the school's mission and strategic plan. The Associate Director is responsible for qualifying, cultivating, soliciting, and stewarding major individuals prospects (\$100,000 and up) with an emphasis on endowed chairs, fellowships, research centers, gifts in-kind, and unrestricted endowments in the \$250,000 or higher range. The Associate Director works collaboratively with major gifts officers, faculty, and key administrators to increase the number and size of individual gifts; coordinates and staffs donor visits, working with Central Development and within the school; and hosts VIP visitors to UCLA School of Law. The Associate Director visits specified geographic regions in the US to cultivate donors and acts as a liaison to the central major gifts officers to foster effective collaboration between that office and UCLA School of Law in managing regional giving prospects, and connecting central major gifts staff to appropriate staff and faculty at UCLA Law. The Associate Director works closely with the School's Dean, Associate Dean, volunteers, faculty, students, development staff, and other colleagues school-wide and campus-wide and accompanies and staff deans on prospect and donor calls.

Founded in 1949, UCLA School of Law has garnered a reputation for artful teaching, influential scholarship and enduring innovation. As the first public law school in Southern California and the youngest top-ranked law school in the United States, UCLA Law has consistently pushed new boundaries in the study and practice of law. Over the decades, UCLA Law has developed a depth and breadth of academic offerings unsurpassed by any other law school in the nation. Its Epstein Program in Public Interest Law and Policy is among the best anywhere. It is one of four among the top 20 law schools with a specialization in Business Law and Policy – and the only one to offer a specialization in Critical Race Studies.

UCLA Law's faculty also has emerged as one of the most influential nationwide. Its professors are leading scholars in areas including bankruptcy, corporate law, constitutional law, critical race theory, entertainment law, environmental law, intellectual property, and tax law.

The UCLA Law alumni community is more than 15,000 strong and extends around the world. Alumni live and practice in virtually every state, the District of Columbia, multiple U.S. territories and more than 50 foreign nations. These graduates excel in their chosen fields, from private practice to business to government to public interest and beyond. UCLA Law has a long tradition of distinction on the bench, with more than 320 alumni who are serving, or have served, on courts throughout the country. Six UCLA Law alumni are now judges on the U.S. Court of Appeals for the Ninth Circuit – the largest number of graduates from any single law school who are serving on the court.

## **REPORTING RELATIONSHIPS**

The Associate Director of Major Gifts reports to the Director of Major Gifts at the UCLA School of Law.

## **THE UCLA CENTENNIAL CAMPAIGN**

In 2019, UCLA will reach its centennial. To celebrate the momentous accomplishments of its first century – and imagine what's possible in the next – the University and its schools are embarking on a five-year, multi-billion dollar campaign. Inside everyone there is the desire to learn, to understand, to make an impact in the world within one's lifetime.

UCLA is that force for change on the world – inspiring, training, and investing in the next generation of thought leaders and innovators in the field of law. UCLA Law is transforming the way society thinks about legal policy and practice by shaping the debates of today and tomorrow. Since its founding, UCLA Law has relentlessly focused on building a legacy rooted in a tradition of unparalleled access, excellence, innovation and service. Preserving this legacy is a responsibility that all of UCLA Law shares and that lies at the heart of the School's new Centennial Campaign – one focused on keeping critical momentum building and ensuring that all generations benefit from the same long-held traditions that are uniquely and distinctly UCLA Law.

## **PRIMARY RESPONSIBILITIES**

### **Prospect identification**

The Associate Director of Major Gifts will

- identify major gifts prospects through research, cold calls, individual meetings with past donors, and volunteers and planned cultivation events;
- maintain active awareness of prospects at all stages of cultivation and solicitation; and
- focus on the development of prospects in specified regions as assigned.

### **Cultivation**

The Associate Director of Major Gifts will

- develop long range, comprehensive cultivation strategies and timetables;
- create unique cultivation activities and events;
- arrange appropriate opportunities for the Dean, Associate Dean and faculty to meet with potential donors;
- create and manage a portfolio of 200 major donor prospects with 30-50 being actively managed at any one time;
- complete a minimum of 20 substantive contacts; and
- arrange and staff donor and prospect meetings, dinners, and social events for the Dean, Associate Dean, and select faculty members.

### **Donor Relations and Stewardship**

The Associate Director of Major Gifts will

- in collaboration with the Director of Major Gifts, Stewardship, provide appropriate and timely stewardship to major donors;
- coordinate strategies for continuous stewardship to assume regular contact with donors through personal visits, letters and other written materials, phone calls and events;

- provide opportunities for donors' continual awareness of the school's needs in order to encourage continued giving; and
- serve as a resource to centers, faculty, administrators and students.

### **Solicitations**

The Associate Director of Major Gifts will

- assist in developing and executing long and short term strategies to secure major gifts from individuals, alumni, corporation and foundation and other entities;
- prepare effective written proposals, correspondence and/or materials for use in specific solicitations;
- participate in the solicitation and arrange for the involvement of the dean or other academic leaders, when appropriate;
- work closely with the deans, faculty, and volunteer to encourage their active participation and input with development activities and provide them with the proper support for solicitation of prospects; and
- evaluate various gift opportunities and giving vehicles and recommend the most suitable for particular donors.

### **Strategic Planning and Management**

The Associate Director of Major Gifts will

- manage next steps for prospects and donors;
- report on progress toward activity and revenue goals;
- provide leadership as need in data management and analysis of fundraising results;
- serve as liaison to the central major gifts officers to foster effective collaboration between that office and UCLA Law in managing regional giving prospects and connecting central major gifts staff to appropriate staff and faculty at UCLA Law; and
- assess success of development events and programs and recommend changes.

### **Faculty Involvement**

The Associate Director of Major Gifts will

- provide counsel to faculty, directors, and department chairs with regard to prospect identification, cultivation, solicitation acknowledgement and recognition;
- develop plans to involve faculty in all aspects of UCLA Law's ongoing development program;
- actively engage the faculty's participation, commitment and understanding of the fundraising process; and
- perform other duties and responsibilities as assigned by the Director of Major Gift or by the Associate Dean of Development.

## **KEY COLLEAGUES**



**Jennifer L. Mnookin**

**Dean, David G. Price and Dallas P. Price Professor of Law**

**Faculty Co-Director, PULSE@UCLA Law**

Jennifer L. Mnookin, David G. Price and Dallas P. Price Professor of Law, assumed the role of dean at UCLA School of Law in August 2015. A leading evidence scholar and a member of the UCLA Law faculty since 2005, Dean Mnookin previously served as Vice Dean for Faculty and Research from 2007 to 2009, and Vice Dean for Faculty Recruitment and Intellectual Life in 2012-13.

Dean Mnookin's teaching focuses on evidence law and torts, as well as more specialized courses in expert and scientific evidence, wrongful convictions, and law and popular culture. She is a co-author of two well-regarded treatises, *The New Wigmore, A Treatise on Evidence: Expert Evidence* and *Modern Scientific Evidence: The Law and Science of Expert Testimony*. She has published extensively on issues relating to forensic science, including latent fingerprint identification, handwriting expertise, and DNA evidence, and has advocated for the need for a "research culture" in these areas. Dean Mnookin is also known for her scholarship on expert evidence more generally, as well as evidence theory, the Confrontation Clause, and visual and photographic evidence.

Dean Mnookin is currently a member of the National Academy of Sciences' Committee.



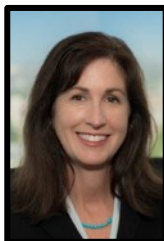
**Lindsey Williams**

**Associate Dean of External Affairs, UCLA School of Law**

Lindsey Williams joined the UCLA School of Law executive team in December 2012 as Associate Dean of External Affairs. Lindsey leads a dynamic team of development, communications, events, and alumni relations experts. She has specific responsibilities as a direct liaison to the Board of Advisors and the development of strategies that play a critical role in securing funding for the School of Law's greatest needs in the Centennial

Campaign. Those needs include scholarships, faculty Chairs and professorships, program and curriculum support, resources to enhance the student experience, upgrading and maintaining technology innovation, as well as capital improvement needs that impact this great law school.

With seventeen years of higher education fundraising experience and a strong track record of success, Lindsey came from the University of Miami, where she served as the Executive Director for Principal Gifts and School Based Programs, Associate Athletic Director and Director of Development for the College of Engineering. Lindsey's external affairs experience includes development positions as a Major Gifts Director at Seton Hall University and as Associate Director of Annual Giving at Northwestern University. She is a graduate of The Ohio State University.



**Laura Parker**

**Associate Vice Chancellor, UCLA Development**

Laura Lavado Parker has been with UCLA External Affairs for more than twenty years. She currently serves as Associate Vice Chancellor, UCLA Development. In this capacity, Laura oversees many fundraising programs on-campus including UCLA Professional Schools, UCLA College of Letters & Science, Campuswide Initiatives, Individual and Regional Giving, Donor Engagement and Scholarships & Student Support Initiatives. She also works closely with her counterpart Associate Vice Chancellor Kat Carrico, who oversees fundraising for UCLA Health Sciences.

Prior to her current position, Laura served as the Assistant Vice Chancellor of Development for UCLA Professional Schools. She served as Associate Dean, External Affairs at UCLA School of Law for more than six years and Assistant Dean of the School of the Arts and Architecture for twelve years. Earlier in her career, Laura served as Executive Director of Corporate Development for The Music Center of Los Angeles County and worked in Harvard University's development office.

## **CANDIDATE QUALIFICATIONS AND QUALITIES**

The ideal candidate for the position of Associate Director of Major Gifts will have

- proven skills in developing sophisticated strategies in planning, implementing, and administering complex major gift solicitations;
- strong documented record of gifts solicited and closed in the special and major gifts range;
- experience in making cold calls and resilience in dealing with initial resistance and rejection;
- significant volunteer and staff management experience;
- familiarity with prospect screening activities and applications;
- persuasive oral and written communication skills to prepare and present solicitation strategies, proposals, and other marketing materials;
- ability and personality to work collaboratively with faculty, deans, volunteers, and development colleagues campus-wide;
- ability to exercise initiative and accept responsibility to work proactively and with minimum supervision;
- skill in motivating colleagues, volunteers, and donors;
- demonstrated ability to manage multiple tasks simultaneously;
- skill in database and office software and fundraising databases;
- ability to travel and work occasional nights and weekends;
- highly developed organizational skills, focus, and a goal-oriented temperament, with a high level of initiative and energy;
- demonstrated skill in problem solving and using judgment in situations requiring independent initiative and tact;
- proven skills and ability to manage multi-phase projects from inception to completion; and
- a high degree of professionalism.

A bachelor's degree is preferred for this position and a minimum of three years of progressively responsible development experience, preferably in higher education fundraising, is required.

## **SALARY & BENEFITS**

The University of California, Los Angeles offers a competitive benefits and compensation package.

## **LOCATION**

This position is located in Los Angeles, California.

## **APPLICATION DEADLINE**

Before sending your résumé for this position, please read it over for accuracy. Review of applications will begin immediately and continue until the successful candidate has been selected.

*To nominate a candidate, contact Anne Johnson: [annejohnson@aspenleadershipgroup.com](mailto:annejohnson@aspenleadershipgroup.com).*

*All inquiries will be held in confidence.*

### **ASPEN · LEADERSHIP · GROUP**

ASPEN LEADERSHIP GROUP FOCUSES EXCLUSIVELY ON SEARCH AND TALENT MANAGEMENT IN THE FIELD OF PHILANTHROPY. RECOGNIZED LEADERS IN THE FIELD RECRUIT AND PROVIDE COUNSEL TO OTHER LEADERS AND EMERGING LEADERS, BUILDING ENDURING, PRODUCTIVE RELATIONSHIPS AND SUPPORTING EXCEPTIONAL CAREERS.

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