

## **Annual Giving & Membership Manager, Arts & Lectures UCSB Development / Arts & Lectures**

The Annual Giving & Membership Manager serves a key role on the Arts & Lectures (A&L) Development team to optimize philanthropic support for the program. They manage a comprehensive membership and annual fund program with a revenue goal of \$500k annually and increasing future year goals. Focusing approximately 80 percent time on A&L gift fundraising (\$25-\$5k) activities, including extensive membership management. Twenty (20) percent time is spent on administrative planning/coordination and events/projects with the A&L Development team. Reporting to the Senior Director of Development for A&L, this position is responsible for conceptualizing, marketing, and managing membership tiers and benefits in alignment with organizational goals and priorities established by the Miller McCune Executive Director and the Senior Director of Development. They oversee annual membership, gift solicitations and planning, and coordinating and executing aspects of A&L's robust development operation. The Associate DoD is a member of the UCSB Development Office staff. Fundraising efforts are devoted primarily to A&L, with the remaining time to other University initiatives as appropriate.

### **Required Qualifications**

- Bachelor's Degree Required
- 1-3 years of experience in a cultural institution or non-profit organization
- 1-3 years of experience working in a membership and/or annual fund program role
- Demonstrated track record of managing a portfolio of high-net-worth individuals, soliciting and securing annual fund gifts (under \$10,000, with emphasis on \$1k - \$5k).
- Flexibility and willingness to travel

### **Special Conditions of Employment**

- This is an annually renewable contract position with no limit on total duration.
- Ability to work nights and weekends
- Required to hold a valid driver's license, have a driving record that is in accordance with local policies and procedures, and/or enroll in the California Employer Pull Notice Program

**Budgeted Salary Range:** \$88,000 to \$110,000 / yr.

**Full Salary Range:** \$88,000 to \$161,600 / yr.

The University of California is an Equal Opportunity/Affirmative Action Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. To review detailed job description and online please visit <https://jobs.ucsb.edu>, Job # 78446.