

Fundraiser 4 or 5 – Davis, CA, Job ID 84124 (<https://ucanr.edu/jobs?keys=84124>)

The UC ANR (University of California Agriculture & Natural Resources) **Associate Director of Corporate and Foundations Relations** (CFR) is to help direct and strengthen the CFR program within Development Services to connect industry and foundations across the organization based on mutual interests and opportunities. The position will report to the Director, CFR, and will require strong grant writing skills for all unit gift/grant proposals, impact reports, and stewardship reports. The individual serves as a key liaison between internal departments and external stakeholders to facilitate organizational operations and fundraising efforts.

This position is a career appointment that is 100% fixed.

This position is posted as a Fundraiser 5 but a Fundraiser 4 may be considered depending on the level of experience of the hired applicant.

The home department is the Development Office. While this position normally is based in Davis, CA, this position is eligible for hybrid flexible work arrangements for applicants living in the State of California at this time. Please note that hybrid flexible work arrangements are subject to change by the University.

Pay Scale:

Fundraiser 4 - \$103,100.00/year to \$149,700.00/year

Fundraiser 5 - \$114,300.00/year to \$167,600.00/year

Job Posting Close Date:

This job is open until filled. The first application review date will be 2/25/2026.

Key Responsibilities:

55%	<p>Development/Fundraising:</p> <ul style="list-style-type: none">• This role is responsible for strengthening corporate engagement and ensuring retention of current and future corporate and foundation sponsors/donors.• Plan, organize, and implement strategies to secure foundation and corporate funding for UC ANR.• This will be done by pursuing the identification, qualification, cultivation, solicitation, and stewardship of foundations and companies.• Emphasize the importance of relationship-building in working with foundations and corporations and their designees.• Seek out opportunities to host site visits at ANR and all UCCE (University of California Cooperative Extension) locations and REC (Research and Extension Centers) locations.• Maintain and grow relationships within a caseload of corporate and foundation donor prospects through all phases of the solicitation
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	<p>process, using NACRO (Network of Academic and Corporate Relations Officers) best practices.</p> <ul style="list-style-type: none"> • Work with corporate and family foundations to build and strengthen partnerships while also supporting all members of the fundraising team. • Develop and maintain relationships with cooperative extension and program staff to stay abreast of funding needs for academic research and extension, programs, and capital projects. • Operates independently with a portfolio of corporate and foundation funders, including some of the division's most important corporate and/or foundation prospects. • Aids in planning and coordinating community events and fundraising activities. • Capacity to travel as needed for solicitation and stewardship purposes.
35%	<p>Proposal Writing/Communications:</p> <ul style="list-style-type: none"> • Prepares and coordinates proposals for non-government organizations, private and family foundations, and corporate funders. • Supports the preparation of annual reports, newsletters, and fundraising materials. • Builds and supports relationships with funders, ensuring effective communication, stewardship and compliance. • Represents the organization in meetings and events as requested by the unit lead. • Research potential grant opportunities and align funding strategies with organizational priorities.
10%	<p>Administration:</p> <ul style="list-style-type: none"> • Will assist in drafting, editing and finalizing all gift and grant proposals that fall under the responsibility of the development services unit. • Will assist in drafting, editing, and reviewing all communications within the unit, to include presentations and other multimedia platforms. • Trains and assists staff in understanding grant guidelines • Performs other administrative duties as assigned. • Develops policies and procedures to streamline administrative processes. • May require flexible working hours, including nights and weekends.

Requirements:

- Bachelor’s degree in business administration, communications, journalism, literature, nonprofit management, or a related field.

- 6-10 years of corporate and/or foundation relations experience or in a closely related field/equivalent (F5).
- 3-5 years of corporate and/or foundation relations experience or in a closely related field/equivalent (F4).
- Record of success in securing major gifts (\$25K+) from corporations and foundations and meeting fundraising goals.
- Experience in proposal writing, fundraising, or administrative management.
- Strong organizational and project management skills.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office Suite and database management.

Preferred Skills:

- Master's degree in business administration, communications, journalism, literature, nonprofit management, or a related field.
- Certified Grant Writer (CGW) or Grant Professional Certified (GPC).
- Certified Fundraising Executive (CFRE) or equivalent credential.
- Experience working in higher education, nonprofit organizations or fundraising environments.
- Ability to coordinate with diverse stakeholders, including community leaders and funders.
- Knowledge of financial management related to grants, including budgeting and compliance monitoring.

Special Conditions of Employment:

- Must possess valid California Driver's License to drive a County or University vehicle. Ability and means to travel on a flexible schedule as needed, proof of liability damage insurance on vehicle used is required. Reimbursement of job-related travel will be reimbursed according to University policies.
- The University reserves the right to make employment contingent upon successful completion of the background check. This is a designated position requiring a background check and may require fingerprinting due to the nature of the job responsibilities. UC ANR does hire people with conviction histories and reviews information received in the context of the job responsibilities.
- As of January 1, 2014, ANR is a smoke- and tobacco-free environment in which smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes), is strictly prohibited.
- As a condition of employment, you will be required to comply with the University of California [Policy on Vaccination Programs](#), as may be amended or revised from time to time. Federal, state, or local public health directives may impose additional requirements.
- Exercise the utmost discretion in managing sensitive information learned in the course of performing their duties. Sensitive information includes but is not limited to employee and student records, health and patient records, financial data, strategic plans, proprietary information, and any other sensitive or non-public information learned during the course and scope of employment. Understands that sensitive information should be shared on a limited basis and actively takes steps to limit access to sensitive information to individuals who have legitimate business need to know. Ensure that sensitive

information is properly safeguarded. Follow all organizational policies and laws on data protection and privacy. This includes secure handling of physical and digital records and proper usage of IT systems to prevent data leaks. The unauthorized or improper disclosure of confidential work-related information obtained from any source on any work-related matter is a violation of these expectations.

- Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

a. "Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy](#)
- [Abusive Conduct in the Workplace](#)

- It is the policy of the University of California to undertake affirmative action and anti-discrimination efforts, consistent with its obligations as a Federal and State contractor.