

Position Announcement: Director of Development (Office of Advancement)

McGeorge School of Law, University of the Pacific

THE SCHOOL

Pacific McGeorge is a law school on the move. Located in Sacramento, California, the center of the 8th largest economy in the world, it is a vibrant part of a growing community. Its 13-acre campus, devoted exclusively to legal studies, is located less than three miles from the State Capitol Building.

Pacific McGeorge traces its history back to 1924, but in many ways it is a young law school. It was a one-room night school until its Oak Park campus was founded in the mid-1950s. In 1966, McGeorge affiliated with the University of the Pacific and its enrollment boomed as it blossomed into a nationally recognized leader in the field of legal education. More than 98 percent of its 13,000 alumni have graduated since 1970.

A leader in the study of international law, Pacific McGeorge was one of the first American law schools to establish a study abroad program in Europe. Its J.D. program reflects the growth of democracy and representative government throughout the world, attracting students from five continents. Its LL.M. program in Transnational Business Practice brings together foreign and American attorneys interested in practicing law on a global scale. Pacific McGeorge has student exchange programs with law schools in Austria, Belgium, China, Denmark, Germany and Italy.

Pacific McGeorge faculty members are known for their teaching, accessibility to students, and legal scholarship. The faculty includes some of the world's foremost experts on subjects such as international water resources, child courtroom testimony, computer-assisted litigation, banking, economic sanctions, corporations, and modern law practice. Faculty authors have written books used in hundreds of American law schools. Thomsen-West's popular Global Issues series was launched here at Pacific McGeorge.

Justice Anthony M. Kennedy of the Supreme Court of the United States has been a member of the Pacific McGeorge faculty since 1965. As an adjunct professor, he taught constitutional law for more than two decades on its Sacramento campus. He has taught in the school's Summer Study Program in Salzburg, Austria since 1989.

Pacific McGeorge is one of only 80 American Bar Association-accredited law schools that have been awarded a chapter in the Order of the Coif, the highest acknowledgement of legal academic excellence. It is one of the few prestigious law schools in the country that continues to offer an evening-division program allowing professionals in other occupations an opportunity to change careers and become attorneys.

Pacific McGeorge boasts three centers of distinction that allow students to pursue specialized legal study with an emphasis on experiential learning: the Center for Advocacy & Dispute Resolution, the Global Center for Business & Development, and the Capital Center for Public Law & Policy.

THE DEPARTMENT

The Office of Advancement is one of six current central divisions of the law school responsible for Alumni Relations, Events and Development. The Department's primary purpose is to engage alumni and the community while enhancing the private support for the law school. The Development Department develops communication strategies, programs, events and activities that stimulate the involvement and interest of an ever-growing support base of alumni, parents, current donors, and friends. The development professionals at Pacific McGeorge combine to support a full complement of services, programming, contact and relationship strategies with on-campus and off-campus constituencies and stakeholder groups for support to the law school.

DUTIES AND RESPONSIBILITIES

Reporting directly to the Assistant Dean for Advancement, the Director of Development works daily with the Dean, Assistant Dean, faculty, and program directors of the law school to generate an increasing range of resources to benefit the law school and the University.

The incumbent assists in planning and implementing a successful development program for the law school; serves as a senior development officer engaged in donor identification, prospecting, cultivation, solicitation, stewardship and communication for the law school. The incumbent works with advancement colleagues to envision campus-wide development goals, initiatives, events, campaigns and protocols; works with the annual fund operation and other development staff to ensure that the service and informational needs of the law school and general university supporters are addressed in a seamless and immediate manner; and works with the University's advancement services and prospect research offices to consistently ensure the freshness, correctness, and security of the advancement database, along with prospect, donor and alumni records.

The incumbent works to establish relationships with area law firms, corporations and foundations and pursues funding opportunities with them; helps to integrate the college's development activities with university-wide advancement programs and assets; assists with the creation of support groups, advisory bodies, and executive-level donor societies; attends advisory meetings, cultivation events, university receptions and advancement activities; assists law school administration, faculty and staff to identify project resource requirements and evaluate the effectiveness of various department strategies and activities and recommends refinements and new advancement ventures as needed; and engages in substantial off-campus travel.

QUALIFICATIONS

The candidate must have a Bachelor's degree from an accredited university **AND** a minimum of five years experience as a senior development professional or with increasing responsibilities. An advanced degree and/or professional certification is a plus, as is a law degree. Excellent oral and written communication skills relating well and communicating effectively with a variety of constituents; ability to establish and maintain effective working relationships, on and off campus, serving in a leader role, and as a liaison/representative of the law school, division and the University; knowledge of the financial structure of donations, grants, and contracts to include cash, gifts-in-kind, stocks, securities, planned gifts, endowments and real estate; demonstrated ability and success in donor cultivation and asks to individuals, corporations and foundations for support on a significant scale according to law school needs and activities. The candidate must demonstrate success in preparing and submitting funding proposals and accepted business and professional etiquette in all dealings with a diverse population of constituents and colleague reflecting the highest standards of professional conduct and integrity; and the ability to work evenings and on weekends when required due to donor, development, and cultivation meetings, events and activities. A valid California Driver's License is required, as well as a private automobile for work-related travel averaging about 30%. Incumbent must also be able to meet the University's fleet rules and be eligible to drive for University business. The University's insurance carrier reserves the right to exclude applicants based on their driving record.

PREFERRED QUALIFICATIONS: Experience working in higher education or non-profit setting; familiarity with contemporary state and national issues and trends related to the legal profession and higher education; demonstrated participation in development/advancement organizations such as CASE, APRA and AFP.

COMPENSATION: Anticipated compensation is competitive and commensurate with qualifications and experience. This is an exempt position with a highly attractive benefits package, including a generous amount of vacation and an excellent choice of medical, dental and vision insurance, life insurance and retirement benefits.

TO APPLY

Review of complete applications will begin **April 20, 2010** and will continue until the position is filled. For application information and materials, visit our website at http://www.mcgeorge.edu/About_McGeorge/Campus_Offices_and_Services/Human_Resources/Prospective_Employees.htm

All candidates must submit: (1) a formal University application (2) a letter of interest which explains in detail and, where possible, provides examples of how the candidate meets the qualifications specified in this announcement; (3) a current résumé or curriculum vitae; and (4) the names, titles, addresses and telephone numbers of three references who can provide assessments of the applicant's professional experience,

accomplishments and prospect for success in this position **AND** (5) a valid California Driver's License.

EQUAL OPPORTUNITY EMPLOYER