November 12, 1998
KEY ADMINISTRATORS/KEY SUPPORT STAFF SUBJECT: Correction - Management Fellowship Program

We are pleased to announce that UCSD has received funding for a management fellowship for the 1998-99 year. The Management Fellowship Program this year will be offered in the External Relations area under the direction of the Executive Director for Development of Major Gifts. We expect that the fellowship may begin approximately January 4, 1999 and continue for a period of approximately one year.

The objectives of the Management Fellowship Program are to provide employees, regardless of race, religion, sex, color, ethnicity, or national origin, who have demonstrated strong potential to become skilled administrators, with the opportunity to obtain knowledge, experience, and management skills to further their career development, and to assist them in competing more effectively for management positions.

In addition to the developmental experience provided, a key aspect of a Fellowship is the mentor/mentee relationship which is established between a senior administrator and each Fellow. Consistent with the University's present affirmative action obligations, people of color and women, among others, are encouraged to apply for this fellowship opportunity.

Working closely with the Executive Director for Development of Major Gifts, the Management Fellow will be responsible for fund raising, including identifying, cultivating and soliciting gifts from individuals, corporations, and foundations. The fellowship will entail analysis of high level development issues such as strategic planning and positioning as well as donor recognition and stewardship. The fellow will be responsible for developing and implementing with the Executive Director an organizational and strategic development plan with a clear definition of goals, target audiences, and strategies in-line with institutional goals. Thus, knowledge of fund raising, communication tools, information systems, strategic planning, and skills in written and oral communication will be important.

Full-time career staff employees at or above the Principal Analyst or equivalent level, or with an equivalent level of skill and experience, and full-time career academic appointees who would like to move into administrative positions, are eligible for consideration as candidates for the Management Fellowship Program.

The following criteria will be used in evaluating the applicants:
1. Demonstration that the applicant has independently pursued activities associated with professional development.
2. Applicant's educational background.
3. Applicant's past supervisory and management responsibilities.
4. Applicant's prior work experience, including knowledge and skills in related functional areas.
5. Applicant's current University position.
6. Applicant's long-term commitment to the University.

Those wishing to apply for the fellowship should submit an application.
to Major Gifts in External Relations at mail code 0937, by November 30, 1998.

An application form is attached for your convenience. Questions regarding the specific nature of this fellowship position should be directed to Jean Gorman, Executive Director of Development for Major Gifts, 534-9644.

Questions related to the general nature of the UC Management Fellowship Program should be directed to Lana Brenes, Director, Staff Education and Development, 534-4890.

The awarding of the fellowship to an individual neither explicitly nor implicitly commits the University to place the fellow in a higher level position. However, it is hoped that an applicant successfully completing this fellowship will be prepared more fully to achieve his/her career goals.

I encourage all interested staff to investigate this developmental opportunity.

James Langley
Vice Chancellor-External Relations

Attachment

APPLICATION FOR MANAGEMENT FELLOWSHIP PROGRAM

INSTRUCTIONS

Please read the Vice Chancellor's NOTICE describing the program before completing the application. Upon completion, please send to Major Gifts, 0937, by November 30, 1998. Applications received after this date will not be considered. If you have questions regarding the specific nature of this fellowship position, please call Jean Gorman, Executive Director of Development for Major Gifts, 534-9644. If you have questions related to the general nature of the UC Management Fellowship Program, please call Lana Brenes, Director, Staff Education and Development, 534-4890.

Please do not allow your responses to be limited by the space allocated on this form. Attach additional sheets if necessary.

I. Name:________________________________ Date of Hire_________________

Present Job Title: ___________________________________________________

Length of time in present job:________________________________________

Department: __________________________________________________________

Supervisor's Name:____________________________________________________

II. EMPLOYMENT HISTORY

A. Describe briefly the major responsibilities of your current position. You also may wish to attach a copy of your current job description.

B. Previous Related Experience - Describe briefly the responsibilities of your past positions with UCSD including department, dates of employment and title.

III. EDUCATIONAL HISTORY

A. Institution Dates Course of Study Degree

IV. PROFESSIONAL DEVELOPMENT

A. List any programs and workshops you have attended to enhance your professional development.

B. Describe the scope and level of your supervisory/management experience.

C. Describe your work experience (including voluntary) which you feel has prepared you to assume the responsibilities outlined in this fellowship.

D. What accomplishments do you feel you have achieved during your working career?

V. Please write a brief essay describing:

A. Why you want to be a Management Fellow?

B. Why you think you should be selected?

C. Support your application for the fellowship by providing any other information you feel would be helpful to the person(s) making the selection.

VI. Supervisor's recommendation: Please request your supervisor to write a letter in support
of your application. This letter should be sent directly to Jean Gorman, Executive Director of Development for Major Gifts, 0937, by November 30, 1998. In applying for this Management Fellowship, I understand that the University neither explicitly nor implicitly is committed to place me in a higher level position upon completion of the Management Fellowship Program. ____________________________ Signature Date