

California State University, Fresno Foundation

DIRECTOR OF DEVELOPMENT – STUDENT AFFAIRS

JOB ANNOUNCEMENT #17-807

POSITION SUMMARY:	<p>Full-time, benefitted position available for the Division of Student Affairs and Enrollment Management. The Director of Development reports to the Associate Vice President for University Development, in close cooperation with the Vice President of the Division of Student Affairs and Enrollment Management, and is a member of the University Advancement team. The incumbent is responsible for managing and facilitating the Division of Student Affairs and Enrollment Management efforts in fund raising. The Director of Development is responsible for identifying, cultivating and soliciting major gifts from individuals, corporations, and foundations. The Director, in partnership with the Vice President, will plan and implement development and campaign strategies on behalf of the Division of Student Affairs and Enrollment Management, including providing staff support to one or more volunteer groups.</p> <p>The Division of Student Affairs and Enrollment Management promotes student success and supports academic goals; facilitates student engagement, learning and leadership; provides quality student-centered services and programs with integrity and professionalism. With a goal to foster student success, they provide exceptional quality programs/services, facilitate student engagement, learning, and leadership, sense of belonging and support academic and career goals.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the Associate Vice President for University Development, this position is responsible for the following:</p> <ul style="list-style-type: none"> • Liaison to Campus Units: Frequently interacts with the Vice President for University Advancement, AVP for Development, Vice President for the Division of Student Affairs and Enrollment Management, University Vice Presidents, and other Senior Administrators to identify projects for private fundraising. • Prospect Identification: Occasionally reviews annual giving records, public information and volunteer suggestions for likely major gift prospects. • Prospect Qualification: Frequently meets with prospects to assess their capacity and propensity for major gifts. • Prospect Cultivation: Frequently plans and implements strategic steps to move prospects toward a major gift decision. • Prospect Solicitation: Frequently develops and presents major gift proposals to prospects. • Principal Gifts: Occasionally works with senior administrators to develop prospect strategies and proposals for gifts greater than \$250,000. • Donor Stewardship: Regularly interacts with donors to ensure good stewardship of gifts received. • Special Events: Occasionally organizes and presents special events designed to engage prospects • Boards and Volunteer Engagement: Frequently interacts with volunteer leaders and boards to engage them in the mission of the Division of Student Affairs and Enrollment Management. • Annual Fundraising: Occasionally manages college based solicitations and special campaigns; Interfaces often with central Annual Giving office on strategies and scripts for solicitation. • Additional Responsibilities: Occasionally works on projects not directly related to fundraising at the direction of the Associate Vice President for Development. • University wide representation: Occasionally works on projects outside of the assigned school/college as directed by the Associate Vice President • Support and/or lead fundraising efforts for mini-campaigns and comprehensive campaigns • Other duties as assigned

POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor's degree required. • Master's or other advance degree preferred. • Minimum of four (4) years of increasingly responsible and successful fundraising experience or professional experience with transferable skills such as sales, marketing or public relations. • Demonstrated track record in working with individuals and groups; Ability to work as a member of a team; Recognition of the importance of education to individuals and society as a whole. • Exposure to management, including budgetary responsibilities. • Excellent interpersonal skills; Strong written and oral communication skills. • Highly motivated and proven self-starter, creative and entrepreneurial characteristics • Ability to work effectively with faculty, staff, alumni and friends of the university from diverse ethnic, cultural and socio-economic backgrounds. • Flexibility to travel as needed to develop and maintain relationships. • Competency and experience with the use of Word, Excel, PowerPoint, email and the internet. • History of regular attendance and positive performance evaluations. • Experience in a nonprofit organization and a background in higher education. • Experience with capital/comprehensive campaigns and/or specific experience in major gift solicitation, corporate and foundation relations or constituent relations. • Experience with alumni/donor databases and campus applications such as Advance, Reeher or Raiser's Edge.
COMPENSATION:	\$5,415.00 per month. Benefits include health, dental, vision, life insurance, 401(K), vacation, sick, and holiday pay.
DEADLINE:	Application review begins March 27, 2017; open until filled
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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