



CALIFORNIA STATE UNIVERSITY, STANISLAUS

One University Circle • Turlock California 95382

ASSISTANT VICE PRESIDENT FOR DEVELOPMENT

California State University, Stanislaus is pleased to announce the position of Assistant Vice President for Development and invites nominations and applications.

The Assistant Vice President for Development is a full-time, 12 month, MPP (Management Personnel Plan) Administrator II position and reports directly to the Vice President for University Advancement.

Under the general direction of the Vice President for University Advancement, the Assistant Vice President for Development is responsible for providing leadership in planning, organizing, and implementing the operations of the advancement program. The Assistant VP for Development serves as deputy to the Vice President across the full range of the Vice President's administrative and development portfolio, but with emphases on fundraising, prospect/donor outreach, and university events. The Assistant VP for Development will coordinate outreach and act as point of contact for major prospects, donors, including the Foundation Board Members, proposals, community organizations, and corporations. The Assistant VP for Development will also manage, track, advise and oversee the Development Directors on all fundraising activities, including reviewing weekly contact reports, prospect lists, prospect strategies, call reports and draft proposals. The Assistant Vice President will serve as second in command over all functions within University Advancement and will provide strategic support to the Vice President for University Advancement as required.

Qualifications and Knowledge, Skills and Abilities: Candidates must possess, at a minimum, a bachelor's degree with a master's degree preferred. This position requires a minimum of five years of progressively responsible fundraising and development experience, preferably in a university setting.

The Assistant VP must possess a thorough knowledge of organizational theory, practice and procedures, proven leadership in an environment that enhances community, diversity and donor relations, and extensive knowledge of the principles and techniques of fundraising, development and client relations practices. He/she must have the ability to identify a fundraising need, articulate that need in a detailed proposal and successfully solicit private support to fulfill that need. The Assistant VP must possess a proven track record of successful performance in previous university relations, a proven track record of fundraising, development, and successful major gift strategy, a high level of initiative and organization, and the ability to represent the University with a high degree of professionalism and integrity.

The Assistant VP must possess excellent organizational, community and public relations skills including skill in organizational communication, the ability to listen accurately, to effectively communicate and present information, respond to questions within the department, campus and with outside constituencies and the ability to establish and maintain cooperative working relationships within a diverse multicultural environment.

The Assistant Vice President must be able to interact and communicate effectively with staff, manage and motivate individuals for maximum performance, effectively manage staff activity to ensure an integrated and organized effort, and to inspire staff by making a compelling case for CSU Stanislaus priorities while maintaining dignity and self-control in stressful situations and objectivity about personal strengths and limitations.

The Assistant VP must possess excellent written, oral and communication skills, the ability to interpret technical procedures and regulations, define problems, collect data, establish facts, and draw valid conclusions. He/she must be able to interpret an extensive variety of technical instructions, be able to strategically plan and problem solve, assess situations, make decisions, and implement change.

The Assistant VP must have the ability to initiate a program or project, carry it through to completion and be able to handle many details in a well-organized and focused manner.

Salary Range: Salary range is \$75,000 to \$110,000 and will be commensurate with education and experience. This is a 12-month, full-time, CSU Management Personnel Plan (MPP) position with an excellent benefits package. For detailed information on management benefits please refer to the following benefit web page: http://www.calstate.edu/Benefits/Summaries/2007_MPP.pdf

Anticipated Starting Date and Application Procedure: The application deadline is **March 1, 2012**. Initial screening of candidates will begin immediately. The successful candidate will be eligible to start in the position **as soon as possible**.

In addition to submitting a standard CSU Stanislaus employment application, which can be found on our website at http://www.csustan.edu/hr/Employment_Opportunities/Management/index.html applicants should submit a resume with a cover letter addressing qualifications, as well as names and contact information for three professional references to:

**California State University, Stanislaus
University Advancement, MSR 340
One University Circle
Turlock, CA 95382**

Electronic applications are preferred and may be sent to: dshimek@csustan.edu

For questions please contact Dennis Shimek at **(209) 667-3373**

THE UNIVERSITY: California State University, Stanislaus serves the San Joaquin Valley, one of the fastest growing areas in the country. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 400 full-time faculty. The University offers 41 undergraduate majors, 24 master's programs, 7 post-graduate credentials, and a doctorate in education serving 8,600 students. New instruction facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.

CSU Stanislaus was recognized by the American Association of State Colleges and Universities as one of 12 public universities nationwide that demonstrate exceptional performance in retention and graduation rates. *U.S. News and World Report* ranked CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its *America's Best Colleges* ratings. The University is recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education, and CSU Stanislaus has received national recognition with its ranking as one of the best 376 colleges in the nation by The Princeton Review. Additional information is available at the University's Web site: www.csustan.edu.

Information contained in this announcement is subject to change with or without notice.

CSU Stanislaus is an Equal Opportunity/Affirmative Action Title IX/Section 503/504 employer. Qualified women, minorities, and persons with disabilities are encouraged to apply. CSU Stanislaus hires only individuals lawfully authorized to work in the United States. Clery act: in compliance with the Jeanne Clery disclosure of campus security policy and crime statistics act, crime report statistics are available at <http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html>

The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records. In addition, this position may be designated under the California State University's Conflict of Interest Code and, if so, will be subject to filing the Fair Political Practices Commission Form 700.