



# CALIFORNIA STATE UNIVERSITY, STANISLAUS

One University Circle • Turlock California 95382

California State University, Stanislaus is pleased to announce the following position.

## Director of Major Gifts

The Director of Major Gifts is a full-time, 12 month, MPP (Management Personnel Plan) position within the Office of University Advancement, and reports directly to the **Associate Vice President of University Development**.

### **The responsibilities of the Director of Major Gifts include, but are not limited to, the following:**

- Collaborate with the Associate Vice President for Development for the planning and implementation of University Advancement's major giving program.
- Collaborate with University Advancement leadership, College Deans and Athletic Director to identify prospective donors and develop cultivation and solicitation strategies for the maximum possible gift commitment.
- Where appropriate, prepares briefing papers, confidential correspondence, and documentation for fundraising leadership.
- Build and steward relationships with corporations and foundations by facilitating all aspects of partnerships, many of which are generated or managed by other University staff.
- Be part of the team responsible to represent the University and its mission to an array of prospects, donors, various constituent groups, and fundraising volunteers.
- Meet standard and performance goals.
- Actively participate in the Moves Management process.
- Record fund development contacts in tracking system.
- Provide monthly status reports on goals and objectives.
- Work with faculty, administrators and other campus staff to gather research and data to write proposals and generate supporting documents in response to requests from funders.
- Independently write concise, logical, grammatically correct analytical or narrative reports, correspondence, proposals and gift agreements.
- Generate planned and deferred gifts in support of CSU Stanislaus.
- Support the Annual Gift program with his/her assigned prospects.
- Identify funding sources to support programs by conducting the full range of activities required to develop, write, submit, and manage grant proposals and performance reporting for grant funding.
- Develop and implement strategies to cultivate and solicit major sponsors for various events and programs.
- Work with Associate Vice President of Development to establish fundraising priorities, and identify appropriate fundraising strategies to fund the priorities.
- Make presentations and accept gifts on behalf of the University.
- Provide regular communication to representatives in University Advancement leadership, deans and director of athletics about progress made in moving prospects toward gift closure.
- Engage in the management of relationships between the University and its donors.
- Ensure that University Advancement is viewed as a service-oriented division of the University.

### **Qualifications and Knowledge, Skills and Abilities:**

- Incumbent must have three years of relevant demonstrated success as a development officer or progressively responsible professional sales management experience.
- Demonstrated evidence and track record of a proven ability to secure new funding, raise resources and to make successful solicitations from individuals, corporations and foundations.
- Knowledge of researching funding opportunities.
- Invested in best practices associated with fund development activities.
- Flexible, energetic and cooperative team player equipped to operate in a fast-paced, high-volume department.
- Highly organized with the ability to implement systems and follow-up on processes.
- Thorough knowledge of modern management and administrative techniques related to the development and implementation of appropriate methods of work planning; scheduling and coordination in a team environment.
- Highly motivated with the ability to think creatively to meet set goals.
- Demonstrate the ability to handle a variety of detailed and complex tasks quickly and with a high degree of accuracy.
- Motivate, develop and direct others.
- Listen actively, effectively convey information, negotiate, and identify the nature of problems and bring them to resolve.

- Proficient use of all Microsoft Office applications and database management skills.
- Efficiently coordinate and lead multiple projects, set appropriate priorities and meet competing deadlines.
- Attention to detail with the ability to compile and maintain data and prepare specialized reports.
- Communicate with excellent conversation and writing skills.
- Ability to write in a creative, descriptive, technical and/or scholarly manner.
- Ability to read, interpret and present numerical data effectively.
- Maintain confidentiality and appropriately handle sensitive information.
- Excellent interpersonal skills to interact effectively and respond flexibly and positively in working relationships with co-workers, faculty, administration, volunteers, alumni and donors.
- Demonstrate maturity and unquestionable integrity.
- Thorough knowledge of English grammar, spelling and punctuation.
- Possess a valid driver's license and have the ability and willingness to travel and work a flexible schedule, including evenings and weekends.

#### **Education Requirements:**

- Bachelor's degree or equivalent experience. Additional experience, which has demonstrated the requisite skills and abilities, may be substituted for required education on a year-for-year basis.

#### **Preferred Qualifications:**

- Five or more years of experience in fund development operations in higher education.
- Working knowledge of Raiser's Edge or similar database management system.
- Experience in coordinating and integrating fundraising efforts with alumni, media relations and marketing professionals within advancement.

**Salary Range:** Salary 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](http://www.calstate.edu/Benefits/Summaries/2007_MPP.pdf)

**Anticipated Starting Date and Application Procedure:** The position will remain open until filled. Initial screening of candidates will begin the week of **October 12, 2015**. The successful candidate will be eligible to start in the position **on or about January 4, 2016**.

In addition to submitting a standard CSU Stanislaus employment application (download electronic application at [http://www.csustan.edu/hr/Employment\\_Opportunities/Management/index.html](http://www.csustan.edu/hr/Employment_Opportunities/Management/index.html)), applicants must submit a resume with a cover letter addressing qualifications, as well as names and contact information for five professional references using one of the following methods:

Email: <a href="mailto:VTaylor@csustan.edu">VTaylor@csustan.edu</a>	Mail: California State University, Stanislaus Attention: Veronica Taylor One University Circle, MSR 320 Turlock, CA 95382	Fax: (209) 664-7011
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For questions, please call (209) **667-3755** or email [VTaylor@csustan.edu](mailto:VTaylor@csustan.edu).

**THE UNIVERSITY:** California State University, Stanislaus serves the San Joaquin Valley and is a critical educational resource for a six county region of approximately 1.5 million people. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 400 full-time faculty. Over eighty percent of full time faculty holds doctorates or terminal degrees in their fields. The University offers 41 undergraduate majors, 24 master's programs, 7 post-graduate credentials, and a doctorate in education serving 8,900 students. New instructional facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.

CSU Stanislaus continues to receive national recognition with its ranking as one of the best 373 colleges in the nation by The Princeton Review. The University was one of 12 public universities in the nation to be recognized by the American Association of State Colleges and Universities for demonstrating exceptional performance in retention and graduation rates. In addition, *U.S. News and World Report* ranks CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its *America's Best Colleges* ratings. CSU Stanislaus

also is recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education. Additional information is available at the University's Web site: [www.csustan.edu](http://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 does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status. You can learn more about federal equal employment opportunity protections by accessing the Department of Labor's notices:

<http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>

and [http://www.dol.gov/ofccp/regs/compliance/posters/pdf/Supplement\\_English.pdf](http://www.dol.gov/ofccp/regs/compliance/posters/pdf/Supplement_English.pdf)

CSU Stanislaus hires only individuals lawfully authorized to work in the United States. The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. 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>

A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, credit history reports, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position. 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.

August 5, 2015; REV 8/27/15