

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
invites applications for the position of:



Director of Development (Administrator II)/ College of Social and Behavioral Sciences

SALARY: Depends on Qualifications

OPENING DATE: 05/10/18

CLOSING DATE: Continuous

OVERVIEW:



Employment Status: Full-time, "exempt" position, included in the Management Personnel Plan (MPP).

Work Schedule: Monday through Friday, 8:00 am – 5:00 pm, occasional early morning, evening and weekend hours may be needed, travel may be required to participate in program events/activities.

Salary: Salary commensurate with experience and qualifications.

First Review Deadline: This position will remain open until filled. Applications will be reviewed beginning June 8, 2018.

Required Application Materials:

All applicants must submit 1) Letter of interest or cover letter, 2) Current resume or curriculum vitae, 3) Three professional references can provide assessments of your professional experience, accomplishments and prospects for success in this position, and 4) D Statement – may include your interpretation of diversity, inclusion, gender equity and must include specific examples of how your educational and/or professional experiences, background/philosophy has prepared you for this role at California State University Bernardino (maximum 250 words).

TYPICAL ACTIVITIES:

Reporting to the Associate Vice President (AVP) of Development, the Director of Development (DOD) College of Social and Behavioral Sciences will be the primary development professional responsible for implementing a college-based major gift fundraising program. DOD will be responsible for the following:

COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES (CSBS)

- Work with the Dean as well as advancement colleagues to envision college and campus-wide development goals, initiative campaigns, and protocols.
- Work with the alumni & annual giving operation, planned giving, corporate and foundation and other staff to ensure that and informational needs of the college and general university supporters are addressed in a seamless and immediate manner.
- Work with the division's advancement services office as well as prospect management and research office to consistently ensure freshness, correctness, and security of the advancement database, along with prospect, donor, and alumni records.
- Work with the AVP, vice president for university advancement and the Dean to develop a successful development program quantified plan that identifies the resource needs of the CSBS.
- Implement the plan and activities designed to meet the approved development goals.
- Coordinate college fundraising efforts within the context of the institution's development program, including alumni, parent student leaders, through major gift and annual fund campaigns.
- Provide active leadership in the identification, solicitation, cultivation, and stewardship of major donors and donor prospect individuals, business entities, corporations, and foundations for the support of CSBS programs.
- Formulate and execute short-term and long-term strategic plans to include specific and measurable targets regarding development fundraising goals, prospect management, personal contacts, stewardship activities, and solicitations.
- Collaborate with the office of public affairs to market the college and its programs through publications, fundraising events, stewardship, and donor recognition activities to both on-campus and off-campus constituents to improve awareness and support.
- Establish and maintain effective working relationships within the CSBS, the division of university advancement, and the college to maintain a strong stewardship strategy for portfolio donors and to ensure fundraising activities are coordinated with the efforts.
- Work closely with department chairs and program directors on their particular needs.

- Personally visit with prospective donors, create and manage appropriate relationships and stewardship for donors with staff, students, and alumni.
- Work closely with Corporate and Foundation Relations in the submission of grant applications, case statements and approval proposals.
- Deliver timely and effective follow-up to prospects and donors, press releases, and communication materials.
- Ensure best practices in donor stewardship activities within the college including appropriate individual and organizational recognition and stewardship as well as the coordination and oversight of all scholarship endowments and awards.
- Evaluate the efficiency and effectiveness of various development strategies and activities and recommend refinements and advancement ventures as needed.

COMMUNITY ENGAGEMENT

- Plan and conduct sponsorship programs and activities designed to increase the visibility of the college and its sponsorship.
- Work with college departments and staff to write and submit major gift sponsorship proposals.
- Maintain a working knowledge of and effectively communicate university and college goals and priorities in support of development.

UNIVERSITY ADVANCEMENT AND CAMPUS-WIDE PARTICIPATION

- Participate in divisional strategic planning, goal setting, event planning, and project status sessions.
- Maintain the highest standards of campus development procedures and protocols utilizing the various forms, report form databases, and clearance procedures.
- Work with the Dean to ensure that all development-oriented pieces, communications, and events adhere to the campus-wide division graphic and identify standards.
- Integrate CSBS development efforts with the central Advancement staff and the various services in place.
- Work with the division's advancement services, gift processing to ensure accurate gift processing and receipting.
- File contact reports with central advancement.
- Assist with general donor cultivation, asks, and stewardship as part of the University development team that attracts additional campus support important to all colleges, schools, and programs.
- Represent the college, the division, and the University in the community by attending events, participating in local organizations serving on community based boards.

MINIMUM QUALIFICATIONS:

Experience:

- Bachelor's degree from an accredited university required, preferably in Business, Marketing, or Communication.
- Three years of progressively responsible and successful major gifts, sales or fund-raising experience, including program and personal solicitation.
- Proven success in goal achievement for operating, capital, and endowment fund development, including a track record of and seven figure gifts/sales; donor/client cultivation and asks.
- Knowledge of the financial structure of donations, grants and contracts to include cash, gifts-in-kind, stocks, securities, endowments, and real estate.
- Demonstrated accepted business and professional etiquette in all dealings with constituents and colleagues.
- Demonstrated ability and success in donor/client solicitation and cultivation and asks to individuals and corporations for significant scale according to college needs and activities.

Skills:

- Strong written and oral communication skills, well-developed computer skills and the ability to work in a team oriented environment as well as manage and supervise support staff.
- Excellent oral and written skills and the ability to relate well and communicate effectively with a variety of constituents, including profile leaders.
- Ability to establish and maintain effective working relationships, on and off campus, serving in a leadership role, and as a representative of the department, division, college, and the University.
- Ability to supervise and train others.
- Ability to assess and interpret the needs and wishes of prospective donors, and to translate these into effective action plans.
- Ability to gather data, analyze information, and prepare reports.
- Ability to work evenings and weekends when required due to donor, development, and cultivation meetings, events, and
- Understanding of the highest standards of professional conduct and integrity.
- Excellent attention to detail.
- Strong research and problem-solving skills.
- Proficiency in locating and synthesizing material from multiple sources.
- Ability to interpret, analyze, and summarize complex biographical, business, and financial data.
- High degree of organization and initiative.
- Ability to handle deadlines and changing priorities with good judgment.
- Well-developed sense of curiosity, ingenuity, perseverance, and good judgment.
- Complete respect for confidentiality.
- Ability to communicate with all levels of the organization.

PREFERRED QUALIFICATIONS

An advanced degree is preferred and experience working in a higher education setting is desired.

SUPPLEMENTAL INFORMATION:

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered employment by 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.

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.

California State University, San Bernardino is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants from all backgrounds and ethnicities.

employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

This position may be "Designated" under California State University's Conflict of Interest Code. This would require the filing of a Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter. The Human Resources Conflict of Interest webpage link for additional information: <http://hrd.csusb.edu/conflictInterest.html>

This position adheres to CSU policies against Sex Discrimination, Sexual Harassment, and Sexual Violence, including Domestic Violence, Dating Violence, and Stalking. This requires completion of Sexual Violence Prevention Training within 6 months of assuming employment on a two-year basis thereafter. (Executive Order 1096)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.csusb.edu>

5500 University Parkway
San Bernardino, CA 92407
(909) 537-5138

HRRecruits@csusb.edu

Position #2018-00307
DIRECTOR OF DEVELOPMENT (ADMINISTRATOR II)/ COLLEGE OF
SOCIAL AND BEHAVIORAL SCIENCES
SB

Director of Development (Administrator II)/ College of Social and Behavioral Sciences Supplemental Questionnaire

- * 1. Are you a current CSU San Bernardino employee?
- Yes
 No
- * 2. What is your current classification title at CSU San Bernardino? (This should be your classification rather than your working title.) If you are not affiliated with CSU San Bernardino, please write in Not Applicable.
- * 3. What is your highest level of education?
- High School Diploma or GED Equivalent
 Associate/ Vocational Degree or Equivalent
 Bachelor's/ Undergraduate Degree or Equivalent
 Master's Degree or Equivalent
 Postgraduate Degree or Equivalent
- * 4. In what field did you obtain your degree?
- Business
 Communication
 Marketing
 Public Administration
 Job-related field
 I do not have a college degree
- * 5. How many year(s) of experience do you have of being progressively responsible for successful major gifts, sales or fund-raising, including program planning and personal solicitation?
- I have no experience working in this field
 Less than 1 year of experience
 At least 1 year of experience but less than 2 years
 At least 2 years or experience but less than 3 years
 At least 3 years of experience but less than 4 years
 At least 4 years of experience but less than 5 years
 Five or more years of experience
- * 6. Do you possess the demonstrated ability and success in donor/client solicitation and cultivation?
- Yes No
- * 7. Please explain how your proven success in goal achievement for operating, capital, and endowment fund development, including a track record of closing six and seven figure gifts/sales matches the requirements of this position.
- * 8. Describe your experience working with others to write and submit sponsorship proposals. If you do not possess any experience, please indicate "N/A."
- * 9. Please describe in detail your experience managing and supervising support staff.
- * 10. Did you attach a resume, cover letter, references and diversity statement with this application?

Yes No

* Required Question