



<h1>MPP POSITION DESCRIPTION</h1>

Department: University Advancement
Working Title: Director of Development
Time Base: 1.0
Class Code: 3312
Position Number: 00000357
MPP Job Code: U125

Position Reports To: AVP of Development
Classification: Administrator II
Range Code: 1
Exempt or Non-Exempt: Exempt
Last Update: 12/06/22

PURPOSE OF POSITION:

The Director of Development is responsible for developing comprehensive strategic fundraising efforts to meet short- and long-term goals that help secure philanthropic support primarily from individual donors, and also foundations, and corporations. This position is a part of a centralized fundraising team and will serve as the development liaison to the College of Humanities, Arts, Behavioral and Social Sciences (CHABSS) and Extended Learning (EL) with fundraising efforts to support students and faculty, community engagement activity, capital projects and provide support for advancement-wide new or returning scholarship donors. In these liaison roles, this position will support the leadership and faculty in all aspects of major gift level private fundraising. Candidate must demonstrate the skills necessary to solicit and close gifts at the \$25,000 level and above, as well as a commitment to building long term relationships with a diverse population of donors and donor prospects. Candidate will be responsible for growing their portfolio through identification, qualification, cultivation and stewardship strategies.

In addition to building relationships with on campus and off campus constituent groups, and achieving fundraising success, other priorities of this role include working as a strategic partner to the two liaison areas in building, establishing and sustaining Dean’s Advisory Councils for CHABSS and EL, made up of philanthropists, alumni and industry leaders. Expectations of this role also include working closely with leadership in setting campaign priorities and helping the university plan and execute CSUSM’s next comprehensive fundraising campaign.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.

We will consider applications from professionals who demonstrate the following transferable skills from a non-fundraising background: sales/contract negotiation/customer service, critical thinking skills, experience building relationships, excellent communication skills, proficient in writing, a team player, strong work plan development and a growth mindset.

Hybrid work option available.

MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
1. Leadership/Management	15%
2. Strategic Planning	20%
3. University/Community Partnership	25%
4. Functional Oversight Management	40%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

1. LEADERSHIP/MANAGEMENT:

Acts as a change champion. Leads courageously by addressing difficult issues. Works to resolve issues at the peer level and takes measures to mitigate future issues. Supports and moves new initiatives forward. Identifies current and future challenges and proposes effective solutions. Understands what issues require a “sense of urgency” and handles accordingly. Ensures confidentiality around sensitive issues. Demonstrates commitment to creating and sustaining a diverse and inclusive workforce. Communicates effectively and with purpose. Creates and implements methods for

improving individual and team performance. Works with a spirit of collaboration, inclusion, respect and collegiality. Takes ownership of issues and demonstrates accountability. Understand the university's mission and vision and how the department/division work activities and goals support the mission. Ensures cross-divisional support and participation. Recognizes, understands, and appreciates different roles across the institution. Speaks and advocates with one common voice. Determines, effectively allocates, and coordinates resources.

2. STRATEGIC PLANNING:

As a strategic partner, recommends, creates, and implements long and short term strategic plan goals and operational plans for the University, Division of University Advancement and liaison roles. Ensures these goals align with and support the overall mission of the university. Motivates and encourages commitment to achievement of strategic plans. Effectively communicates the strategic initiatives. Accomplishes strategic goals for the University, Division of University Advancement and liaison roles.

3. UNIVERSITY/COMMUNITY PARTNERSHIP:

As a member of the campus community, ensures a community focused strategy to support the university's mission. Identifies and anticipates community needs. Builds effective strategic alliances internally and externally. Collaborates with business and philanthropic partners in the achievement of university goals that support the university's mission. Initiates and develops strong working relationships with the community. Recognizes the importance of collective strength, knowledge, and information. Actively solicits and acts upon feedback. Develops and implements solutions. Successfully negotiates through persuasion. Gains support and commitment from others. Works to find common ground and group consensus. Takes the necessary measures to solicit and influence internal and external support. Demonstrates commitment to diversity.

4. FUNCTIONAL OVERSIGHT/MANAGEMENT:

Design, implements and manages a comprehensive development plan focused on expanding and enhancing donor relationships, directing and coordinating activities related to obtaining private support to meet the fundraising priorities of the campus; builds awareness among constituencies in order to enhance and significantly expand positive fundraising relationships; and meets annual performance metrics as determined by the AVP of Development and Vice President for University Advancement. Manages a portfolio and makes qualification, cultivation and solicitation visits to perspective donors; identifies emerging business leadership and industry trends with a special emphasis on development alliances to qualify, cultivate and solicit gifts; including the submission of reports, impact reports, evaluates prospect research and devises successful cultivation and stewardship strategies and programs that will help expand the base of support. Serve as primary development liaison to CHABSS and Extended Learning by becoming subject matter experts of those colleges, advocating for priorities, building relationships, meeting established fundraising goals and communicating effectively with others. Serve as primary point of contact for new scholarship creation and lead the development of a scholarship donor prospect-management process.

SUPERVISION OF OTHERS:

This position does not directly supervise staff.

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

Daily/weekly interaction with faculty, staff, campus leadership, community volunteers, civic and business leaders to persuade, gather and provide information, collaborate, consult and resolve issues.

REQUIREMENTS OF POSITION:

1. List education and experience required

- Bachelor's degree **plus** four years of progressively responsible work experience in fundraising or related field; or an equivalent combination of education and experience. Will consider transferable skills from fields outside of fundraising that demonstrate the ability to advance philanthropy for the university.
- Preferences
 - i. Master's degree in related field
 - ii. Work experience in an academic setting, ideally Public Higher Education.
 - iii. Familiarity of the greater San Diego area
 - iv. Experience with a fundraising campaign

2. List knowledge, skills, and abilities required for this position.

- Leadership / Vision:
 - Commitment to CSUSM's mission and goals as a student-centered university dedicated to teaching excellence and active learning with a university first perspective and a customer focused strategy.
 - Ability to establish a clear and understandable fundraising vision for various campus areas, engage the university community in the implementation of the vision, and build the operational components to execute the vision.
 - Ability to lead and enable groups of people to face challenges and achieve results in complex conditions.
 - A commitment to diversity, inclusiveness and access in all areas of the university.
- Management / Conflict Resolution / Problem Resolution / Initiative / Continuous Improvement:
 - Ability to lead courageously by addressing difficult issues.
 - Ability to initiate and support innovation with creativity, openness to change, flexibility, responsiveness, and future focus.
 - Ability to identify current and future challenges and propose and implement effective solutions.
 - Ability to prioritize and handle issues based on sense of urgency and importance of the issues.
 - Experience making effective decisions with sound analytical ability, good judgment and strong operational focus.
- Communication:
 - Excellent oral and written communication skills.
 - Ability to communicate effectively and with purpose to a variety of audiences.
 - Successful negotiation and persuasion skills.
- Strategic planning / Goal Setting:
 - Experience in strategically supporting growth and/or change.
 - Experience creating and implementing long and short term goals.
 - Experience in determining and coordinating resource allocations.
 - Ability to collaborate with multiple entities to plan and accomplish the objectives set forth in the university's strategic master plan, coordinating ongoing multiple large and complex projects from conception to completion in a centralized and highly regulated environment.
 - Ability to find solutions that result in prudent decisions, to promote mutual satisfaction and positive action, and to develop imaginative approaches to achieve individual, unit and institutional strategic initiatives.
 - Ability to apply forward-thinking and creative thought with high ethical standards to develop strategic vision.
- Teamwork / Collaboration:
 - The ability to work effectively and build strong alliances internally and externally with a broad range of individuals to bring the University community together around shared goals.
 - Ability to recognize, understand, and appreciate different roles across the institution.
- Functional Area Expertise:
 - Demonstrated success in proposal writing, cultivation, solicitation and closure of major corporate, foundation, and individual gifts.
 - Ability to work with volunteers and corporate, foundation, and university leaders at the highest levels and with diverse campus and community members.
 - Extensive, successful experience in building partnerships with faculty and external constituents.
 - Ability to make frequent on and off-site presentations to individuals and corporate leaders.

3. List machines, tools, equipment, and motor vehicles used in the performance of the duties

- Standard office and communication equipment.

4. List unique working conditions

- Occasional overnight travel.
- Evenings and weekends may be required.

5. Other Employment Requirements

- 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 Revised July 21, 2017 as a condition of employment. Limited Reporter
- This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. 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.
- This position is a "designated position" in the California State University's Conflict of Interest Code. The incumbent in this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission. This position is required to file the Form 700 under disclosure category: 2
- Must participate in required campus trainings including, but not limited to, Sexual Harassment Prevention training "EDU Supervisor: Anti-Harassment, Discrimination, Retaliation"; Information Security Awareness Training; and Sexual Violence Awareness and Prevention "EDU: Eliminate Campus Sexual Misconduct".

PHYSICAL EFFORT, MENTAL EFFORT AND ENVIRONMENTAL FACTORS:

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

PHYSICAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Sitting			X	
2. Standing	X			
3. Walking	X			
4. Bending (neck)	X			
1. Bending (waist)	X			
6. Twisting (neck)	X			
7. Twisting (waist)	X			
8. Crawling	X			
9. Climbing	X			
10. Reaching (above shoulder)	X			
11. Reaching (below shoulder)	X			
12. Walking on uneven ground	X			
13. Crouching				
14. Kneeling	X			
15. Balancing	X			
16. Pushing or pulling		X		

Number of hours/day
N/A 1-2 3-4 5-6 7+

17. Fine manipulation	X			
18. Simple grasping	X			
19. Power grasping	X			
20. Lifting or carrying	X			
A. 10 lbs or less	X			
B. 11 to 25 lbs	XX			
C. 26 to 50 lbs	X			
D. 51 to 75 lbs	X			
E. 76 to 100 lbs	X			
F. Over 100 lbs	X			
21. Keyboard use			X	
22. Mouse use			X	
23. Repetitive use of hands/arms			X	
24. Repetitive use of legs/feet	X			
25. Eye/hand coordination			X	

- 26. Driving cars, trucks, forklifts and other equipment
- 27. Being around scientific equipment and machinery

Yes	No
X	
X	

MENTAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+ N/A 1-2

1. Directing others		X			
2. Writing			X		
3. Using math/calculations			X		
4. Talking			X		
5. Working at various tempos			X		
6. Concentrating amid distractions			X		
7. Remembering names			X		
8. Remembering details				X	
9. Making decisions				X	
10. Working rapidly				X	
11. Examining/observing details				X	
12. Discriminating colors	X				

ENVIRONMENTAL FACTORS

Number of hours/day
3-4 5-6 7+

1. Inside					X
2. Outside	X				
3. Humid	X				
4. Hazards	X				
5. High places	X				
6. Hot					
7. Cold	X				
8. Dry	X				
9. Wet	X				
10. Extreme change of temp	X				
11. Dirty/dusty					
12. Exposure to gas, fumes or chemicals	X				
13. Odors	X				
14. Noisy			X		
15. Working w/others					X
16. Working around others					X
17. Working alone		X			

SIGNATURES

The last sheet for any staff job description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

Employee:

Print Name: _____

Signature: _____ Date: _____

Appropriate Administrator:

Print Name: _____

Signature: _____ Date: _____

Dean/Department Head/Director/AVP: (optional)

Print Name: _____

Signature: _____ Date: _____

President's Administrative Team Member (optional)

Print Name: _____

Signature: _____ Date: _____