**Position Title:** DIRECTOR OF DEVELOPMENT (Administrator II)

**Full/Part-Time:** Full-Time

**Employment Type:** MPP – this administrative position is part of the California State University Management Personnel Plan. No tenure or permanent status can be achieved within the MPP.

**Bargaining Unit:** M80

**Salary:** The salary is competitive, depending upon qualifications and experience of the successful candidate. This administrative position is part of the California State University Management Plan and includes an excellent benefits program. Exempt

**Department:** University Advancement

**Available:** Immediately

**Special Conditions:** Background/ Fingerprint & Credit Check Clearance

**Sensitive Position:** Yes

**Posted:** November 3, 2017

**Closing Date:** Open Until Filled

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

**HOW TO APPLY:** CSUB has partnered with Another Source, an external recruitment firm, to assist in their hiring process. Please apply on the Another Source Careers Site to be considered.

**Director of Development:**

**Apply at:** https://app.jobvite.com/j?aj=oBbf6fwR&s=Employer_Website

**Full job description:** https://app.jobvite.com/j?cj=oBbf6fwR&s=Employer_Website

**Position:** This Management position is available in the Office of University Advancement at California State University, Bakersfield (CSUB). Serving as a central fundraising leader within University Advancement, the Director of Development identifies, cultivates, solicits, and stewards major gift donors to CSUB. In partnership with the Vice President for University Advancement, Deans, Faculty, and University Administrators, the position develops fundraising plans and strategies that can support programmatic and funding priorities that support student, faculty, academic, and community initiatives. The position reports to the Vice President for University Advancement. This position will support the School of Arts and Humanities, the School of Natural Sciences, Mathematics, and Engineering, and other key areas across campus.

**DUTIES:**
- Identifies, cultivates, and solicits philanthropic support by developing and maintaining relationships with, individuals, including alumni, parents, faculty, staff, and other key personnel. May occasionally work with corporations and foundations.
- Develops a portfolio and moves management plan of major gift donors that will be evaluated on an ongoing basis; fosters positive and enduring relationships that produce reciprocal benefits.
- Leads University and school-based fundraising priorities; develops fundraising plans, strategies and activities to ensure proper acknowledgement, recognition, and stewardship of donors; participates in developing campaign materials, case statements, and brochures; evaluates effectiveness of development programs and securing gifts at various levels; generates reports.
- Builds working relationships and serves as development liaison to schools and academic programs, departments, deans, faculty, and other key personnel to achieve successful fundraising; nurtures culture of philanthropic support.
- Supports the preparation of annual budget and program projects, strategic planning, and goal evaluation.
- Participates in professional development organizations, committees, boards, and meetings; travels locally and to assigned out of town regions; prepares contact reports.
- May supervise staff; participates in special projects and other duties as assigned.
- Regular and reliable attendance is required.

**REQUIRED QUALIFICATIONS:**

**Education:** Bachelor’s degree required as is a minimum of five years’ experience in a fundraising or constituent relations program, preferably with an institution of higher education or non-profit.

**Skills, Knowledge & Abilities:** Knowledge of development/fundraising concepts and appropriate solicitation techniques; Strong interpersonal/human relations skills; Strong verbal and professional written communication skills; Marketing and presentation skill; Project management skills; Supervisory skills; Ability to interact with diplomacy and tact amid influential leaders and diverse groups; Ability to maintain relationships with significant and influential individuals; Ability to solicit and secure major gifts; Ability to adapt and respond to various situations; Ability to maintain high level of confidentiality; Ability to travel strategically and obtain results; Ability to develop and execute campaign plans.

**SCREENING:** Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

**BACKGROUND CHECK:** A background check (including a criminal records check) 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.

**SENSITIVE POSITION:** Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

**MANDATED REPORTER:** 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.

**DESIGNATED POSITION:** If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

**GENERAL INFORMATION:** It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.