Position Title: VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT (Administrator IV)

Recruitment #: #2015

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 12-month 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 Clearance

Sensitive Position: Yes

Posted: May 6, 2016

Closing Date: May 27, 2016

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

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:
- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Profile:
California State University, Bakersfield (CSUB) opened in 1970 as the 19th member of the 23-campus California State University system. CSUB is a comprehensive public university committed to offering excellent undergraduate and graduate programs that advance the intellectual and personal development of its students. An emphasis on student learning is enhanced by a commitment to scholarship, diversity, service, global awareness, and life-long learning. The University collaborates with partners in the community to increase the region’s overall educational attainment, enhance its quality of life, and support its economic development. CSUB has an enrollment of over 9,000 students, and serves a socially and ethnically diverse population. The city of Bakersfield has a population of more than 350,000 and has one of the lowest housing costs in the state.
Position Summary:
CSUB is seeking an outstanding and talented professional to join the campus community as the Vice President for University Advancement. The Vice President for University Advancement holds a highly visible leadership role at CSUB and will provide overall leadership for planning and executing a program of advancement that supports the University's vision, mission, and strategic plan for excellence.

The Vice President for University Advancement has direct responsibility for the University’s Advancement program including alumni affairs, community and governmental relations, fundraising and development operations and major campus special events. The Vice President will be expected to significantly expand the Advancement program through a variety of innovative strategies and techniques for university fundraising and development, including capital campaigns.

The Vice President for University Advancement also serves as the Executive Director for California State University, Bakersfield Foundation (CSUB Foundation) and works with a board of directors. The Vice President will advise and support the Foundation Board in its fundraising and advocacy efforts.

DUTIES: Essential duties and responsibilities include, but are not limited to the following three general categories:

1. Program Management
   • In concert with the President, Provost/Vice President for Academic Affairs, Deans, and CSUB Foundation Board, oversee the comprehensive fundraising programs if the university in support of established priorities.

2. Strategic Planning and Analysis
   • In consultation with the academic leadership of California State University, Bakersfield, establish clear Advancement goals and objectives.
   • Design, implement, and oversee effective and innovative strategies to achieve Advancement goals.
   • Provide leadership to productively involve community leaders and key volunteers in the strategic and long-range planning for fundraising.

3. Athletics
   • In collaboration with the Vice President for Student Affairs and the Director of Athletics, assure coordination of athletics fund raising with campus-wide priorities, policies and procedures.

REQUIRED QUALIFICATIONS: Qualities and experience that ideal candidates should display include:

• A bachelor’s degree in a job-related field.
• Seven or more years of progressively responsible positions in advancement.
• Experience in higher education advancement.
• Proven track record in capital campaign, major gift and planned gift solicitations.
• Excellent communication skills and ability to make compelling verbal presentations to public audiences; write and listen effectively.
• Ability to work with faculty, deans, and other campus volunteers, public officials at the local, state, and national level, and corporate and foundation CEO’s.
• Excellent organizational skills and ability to plan and implement major capital campaigns and specific funding initiatives.
• Collaborative working style and ability to work as part of a dynamic team.
• Unquestioned integrity and excellent judgement.
• An ability to make sound decisions among competing priorities.
• A strong-results-oriented-history and leading professional and support staff.

PREFERRED QUALIFICATIONS: Preference will be given to candidates who also display the following:

• An advanced academic degree
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: This position is currently on the List of Conflict of Interest Designated Positions for CSU Bakersfield. This requires the filing of a statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every two years 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.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csun.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.