Position Title: ANNUAL GIVING & STEWARDSHIP SPECIALIST  
Public Affairs/Communications Specialist II

Recruitment #: #2095

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R09

Salary: $3,515 – $5,704 per month  
Exempt

Department: University Advancement

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: November 28, 2016

Closing Date: December 12, 2016

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.

This full-time position is available in the Office of University Advancement. The Annual Giving and Stewardship Manager will assist with the creation, implantation, management and assessment of a comprehensive donor relations plan to assist University Advancement reach its strategic fundraising goals for California State University, Bakersfield. The Manager will also assist with all aspects of annual funding opportunities with alumni, parents, community members, and other key community groups. The scope of work includes donor relations, stewardship and related communications as well as involvement with targeted annual giving programs. The position reports to the Director of Annual Giving and Stewardship.

DUTIES:

1. Supports and implements a successful and integrated donor relations program that strategically targets all levels of giving as defined by University Advancement. Ensures donors are acknowledged and recognized to strengthen their financial support for the University.
2. Supports a successful and integrated donor acquisition / annual fundraising program that strategically targets annual giving as defined by University Advancement.

3. Creates innovative programs and projects to recognize and steward donors.

4. Works with the directors of development and the Director of Annual Giving and Stewardship to develop external reporting to donors and on the status of endowments funds and their impact.

5. Serves as a liaison and specialist to advancement personnel in order to provide cultivation and stewardship assistance to individual donors and prospects.

6. In partnership with the University Advancement team, manages the development and implementation of strategic donor communications in multiple mediums in a timely fashion. This will include coordinating web-based and social media sites, annual reports to donors, e-communication, year-end-reminders, endowment reports, gift acknowledgements, invitations, newsletter updates, and fundraising campaign materials.

7. Directs staff and student workers on targeted stewardship projects.

8. Tracks donor relations and stewardship activities through the University’s databases to enhance relationships and increase the likelihood of continued contributions.

9. Directly manage a portfolio of donors, including personal visits.

10. Reviews and executes all gift acknowledgments, including receipts, thank you letters, pledge statements and endowment reports.

REQUIRED QUALIFICATIONS:

**Education:** Equivalent to a Bachelor’s degree *(attach copy of degree/transcripts to employment application)* and

**Experience:** Minimum of two years of experience in a fundraising / donor relations program, preferably within an educational institution. Stewardship experience.

**Skills and Experience:** Specific experience stewarding and cultivating donors and alumni highly desirable. Strong writing and communication skills; Ability to develop and execute timely program plans to achieve stewardship and constituent program goal. Experience in producing marketing materials, including direct mail, e-mail and web-based communication and the utilization of social media highly desirable; Ability to understand the primary needs of CSUB donors; Ability to work with deans, faculty members, and University administrators and staff to build a comprehensive donor relations program.

PREFERRED QUALIFICATIONS:

A Bachelor’s degree in a related field. Three years of stewardship experience at a higher education institution. Experience with Raiser’s Edge or other donor management system and completing analysis reports. Directly related fundraising experience is preferred.

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.

*California State University, Bakersfield* is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
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.csub.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.