**FOUNDATION JOB ANNOUNCEMENT**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>DIRECTOR OF CORPORATE AND FOUNDATION RELATIONS</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#074</td>
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<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Status:</td>
<td>Employment is at-will.</td>
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<tr>
<td>Salary:</td>
<td>The salary is competitive, depending upon qualifications and experience of the successful candidate.</td>
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<td>Department:</td>
<td>University Advancement</td>
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<tr>
<td>Available:</td>
<td>Immediately</td>
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<tr>
<td>Special Conditions:</td>
<td>Background/ Fingerprint/ Credit Clearance</td>
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<tr>
<td>Sensitive Position</td>
<td>Yes</td>
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<td>Posted:</td>
<td>March 21, 2016</td>
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<tr>
<td>Closing Date:</td>
<td>For priority consideration, application materials must be received by April 8, 2016, however, the position will remain open until filled.</td>
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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 CSUB, Foundation job application:(download at: http://www.csub.edu/bas/hr/_files/_Recruit_Files/CSUB_FDN_Employment_App.pdf)
- Names of three professional references
- Copy of degree/transcripts/typing certificate (within 2 years), if applicable
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Under the general supervision of the Vice President for University Advancement, the Director of Corporate and Foundation Relations works closely with University Deans, development colleagues, and the campus community to identify, cultivate, solicit and steward major gifts from corporations and foundations. Through collaboration, the Director brokers relationships that will leverage and maximize corporate and foundation giving to the University.

**DUTIES:**

- Develop and implement fundraising strategies for a portfolio of corporate and foundation prospects and donors that align with the University's priorities and initiatives.
- Identify and cultivate corporate and foundation prospects and direct the written and verbal solicitation for private gifts including outright cash gifts, multi-year pledge commitments, sponsorships and in-kind gifts. Alert campus units to opportunities identified from corporate and foundation partners and oversee the moves management process for those partners from the stage of Identification through Stewardship.

*California State University, Bakersfield Foundation* 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.
- Oversee the development and implementation of a corporate annual giving program in collaboration with the Director of Annual Giving and Stewardship.
- Lead and develop external engagement opportunities for University leadership and corporate partners from key industry sectors.
- Manage all internal and external inquiries regarding corporate and foundation partnerships, prospects, policies and opportunities through collaboration with key advancement and campus staff and faculty.
- Provide leadership in the identification, engagement and solicitation campaigns targeted at alumni, parents and friends as related to corporations and foundations. Work closely with the Director of Alumni Engagement and other development staff on such initiatives.
- Serve as the key collaborative partner and strategic consultant for University-wide donor centered events and cross-disciplinary fundraising initiatives as they relate to corporations and foundations.
- Provide leadership to Deans, Department Chairs, faculty, staff and students related to University corporate and foundation partnerships, outreach and communications.
- Support the corporate and foundation donor acknowledgement process by coordinating with the appropriate Advancement staff. Work with the Director of Annual Giving and Stewardship, along with the Stewardship Manager to ensure appropriate and timely recognition correspondence is sent to donors and complies with campus policies and procedures. Oversee the creation of stewardship / annual reports for corporations and foundations (including oversight of data collection, content generation and impact assessment).
- Interact and exchange ideas with University Advancement staff regarding prospect research and assignment, cultivation and solicitation of potential donors in conjunction with promoting corporate and foundation relationships.
- Perform other job-related duties and special projects as assigned
- Attend on and off campus events as needed
- With the assistance of the VP for University Advancement, develop a strategic plan to promote the University's work to local, state and federal elected officials

REQUIRED QUALIFICATIONS:

- Bachelor’s Degree *(attach a copy of college degree/transcripts to application)*
- Three-to-five (3-5) years of experience, including a successful track record in fundraising from corporations and foundations
- Experience drafting complex proposals to corporations, private foundations and individuals that include detailed goals, work plans and evaluative mechanisms
- Demonstrated organizational skills and knowledge of Microsoft Office suite of programs
- Skills in diplomacy, consensus building, leadership, analysis and strategic planning
- Excellent oral and written communication skills
- Understanding of the dynamics of corporate and foundation giving and ability to relate well to respective leaders
- Ability to manage a portfolio of major prospects, primarily foundations and corporations
- Ability to travel for multiple day periods to meet with industry partners as needed
- Demonstrated ability to maintain a high degree of confidentiality

PREFERRED QUALIFICATIONS:

- Advanced academic degree *(attach a copy of college degree/transcripts to application)*
- Five (5) or more years of related experience in higher education, and a successful track record in fundraising from corporations and foundations
- Demonstrated ability to independently manage a large, successful, complex, multi-functional program with multi-year goals (preferably in University setting)
- Significant, long-term fundraising campaign experience
- Strong knowledge of prospect management systems (preferably Raiser’s Edge)
- Experience with volunteer training, management and development
- Experience establishing and fostering relationships with local, state and federal elected officials and community members outside of the University
- Ability to implement engagement programs, special events, and community meetings that reflect University priorities in order to inform and increase support among legislators, and external stakeholders

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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.

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.

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.

GENERAL INFORMATION: It is the policy of California State University, Bakersfield Foundation 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 payroll regulations.

APPLICATION PROCEDURE: Official California State University Bakersfield Foundation 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 Foundation and will not be copied or returned.