



HUMBOLDT STATE UNIVERSITY



Philanthropy Advisor, CAHSS & University Library (Development Officer)

Review: October 16, 2017

(Job #17-89) Administrative Analyst/Specialist I Exempt, Philanthropy Advisor, CAHSS & University Library (Development Officer), \$3,897-6,453/month. Appointments are typically made at the beginning of the salary range. This is a full-time, benefitted, 12-month, exempt position with a one-year probationary period in University Advancement.

Position Summary: This is an opportunity for a creative, results-oriented, donor-centric professional to work with two visionary deans to grow a major gifts program. Reporting to the Executive Director of Philanthropy, and working in close collaboration with the leadership of the College of Arts, Humanities & Social Sciences (CAHSS) as well as the University Library, this Philanthropy Advisor (Development Officer) position focuses on growing mid-level (\$1k-\$10k) and major gift level (\$10k+) donor relationships, providing fundraising advisory support and coaching to deans and faculty, leading fundraising initiatives for CAHSS & Library priorities, and serving as a coordinating point between these two campus units and the Office of Philanthropy/Division of University Advancement. In keeping with HSU's sustainability values, this position works with donors largely via phone and video conferencing, with occasional travel for face-to-face meetings.

Duties:

- Develops and manages a portfolio of 100-150 current mid-level and major-gift donors for personal cultivation toward increasing levels of philanthropic support along a defined donor continuum—including qualifying giving potential, uncovering donor passions, asking donors for new levels of charitable giving by matching donor passions to university priorities and programs, and stewarding donors by demonstrating the impact of their gifts.
- Establishes first-time contacts with alumni givers, parents, high-potential annual giving donors, community contacts, and select corporate/foundation prospects.
- Works in partnership with the CAHSS and University Library Deans, faculty, and staff to develop compelling funding priorities, guide donor development and fundraising strategies, and collaborate with the Office of Philanthropy and campus community to cultivate a culture of philanthropy at HSU.
- Responsible for collaboratively developing and meeting quantitative and qualitative goals related to fund-raising and donor relationship building in a team-oriented environment.
- While pursuing special and major gift arrangements, helps all donors in the portfolio make annual gifts while introducing planned giving concepts.
- Ensures all donor contacts, moves, and other relationship-building actions are promptly recorded and tracked in the donor database system (Raiser's Edge).
- Develops and helps others develop funding proposals and personalized donor communications, and serves as a passionate advocate and spokesperson for CAHSS, the University Library, and HSU.

Minimum Qualifications: General knowledge and skills in interpersonal communications and sales strategies specific to developing client-customer relationships in support of nonprofit fundraising, with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree OR through a combination of education and work experience which provides the knowledge, skills, and abilities required for this position – primarily the ability to perform the full range of work related to program and policy research, analysis, development, evaluation, and/or operational and fiscal analysis related to fundraising and donor development.

Preferred Qualifications: An undergraduate degree or equivalent training and experience related to communications, marketing, public or community relations. Two years of experience developing donor relationships and raising funding from individuals in a nonprofit environment, or directly relevant experience developing client/customer relationships for a nonprofit or for-profit organization. Demonstrated passion for raising funds that will enrich the learning environment for students and create meaningful philanthropic experiences for donors.

Knowledge, Skills and Abilities:

- Personal integrity, passion, and customer focus for serving the diverse needs of both donors and the campus community.
- Demonstrated ability to build new donor relationships over the phone and face-to-face, assess donor interests and capacity for major giving, and strategically deepen existing relationships personally and in active collaboration with others on campus.
- Excellent listening and question-asking skills to uncover the philanthropic passions and priorities of donors.
- Self-awareness and collaborative sensibility to invite and integrate cross-cultural perspectives into HSU's philanthropy.
- Ability to assess donor potential for mid- and major-level giving as well as discipline to build and prioritize a donor portfolio.
- Excellent organizational skills and strong computer software skills, including web-based applications, Microsoft products

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(e.g., Word, Excel), and donor database/CRM systems, such as Raiser's Edge.

- Self-starter who also values working in teams.
- Demonstrated commitment to fostering a working environment supportive of individuals from diverse backgrounds and experiences.
- Ability to communicate accurately and effectively, both orally and in writing, including persuasive copy writing and presentation skills.
- Ability to work flexible hours, including evenings and weekends as necessary to meet donor relations and programmatic needs. Ability to travel periodically to meet with donors (approx. 10% out-of-area travel annually).

Application Procedure: Please note that Humboldt State University now requires application materials to be submitted electronically. If assistance is needed, the Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station available and our front office team would be happy to assist you. Qualified applicants should submit electronically the following materials:

- Letter of Interest;
- [HSU Employment Application](#);
- Resume or Curriculum Vitae;
- Contact information for at least three professional references

Submission of the application materials should be sent as email attachments to careers@humboldt.edu.

Please include your last name and the job # (17-89) in the subject line of the email.

Application Deadline: This position is open until filled. The first review of applications will be Monday, October 16, 2017.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 1038

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Publication Date: September 25, 2017

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

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.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.