



Associate Vice President for Philanthropy

Closes: Monday, February 11, 2019

(Job #18-85) Administrator III, Associate Vice President for Philanthropy. Salary is commensurate with qualifications and experience. This is a full-time, benefited, 12-month pay plan position in the Office of Philanthropy.

Position Summary: Reporting to the Vice President for University Advancement, the Associate Vice President for Philanthropy serves as the chief development officer for Humboldt State University and is responsible for the analysis and implementation of all fundraising programs including annual giving, special giving, major giving, planned giving, prospect research and management, and advancement services. The incumbent leads the development staff to set and meet both long-term and annual fundraising goals and establishes long-term effective relationships with donors, alumni, and the community in order to generate private financial support for Humboldt State University. The Associate Vice President, Philanthropy will maintain, cultivate, and solicit their own assigned prospects and will work closely with the President, Vice Presidents, and other university leadership to manage their donor relationships.

Duties:

- Plan, implement, and execute all development functions including annual giving, special giving, major giving, planned giving, prospect research and management, and advancement services
- Serve as a member of the Vice President's management team and advise the Vice President and other senior university officers on matters related to securing charitable contributions
- Maintain a personal portfolio of prospects and support the President, Vice Presidents, and other University leadership with the management of their own donor relationships
- Consult with deans, other unit heads, and university leadership regarding fundraising priorities and provide guidance and support regarding plans and strategies to achieve fundraising priorities
- Recommend policy, program, staffing, and budget needed to accomplish campus goals in development and fundraising
- Supervise the development staff
- Prepare, administer, and monitor the development department budget and help to identify and secure resources

Minimum Qualifications:

- Bachelor's degree from an accredited institution of higher education
- Ten years of progressively responsible experience in fundraising, preferably in a higher education setting
- Working knowledge of contemporary issues and practices in higher education advancement and fundraising

Required Knowledge, Skills, and Abilities:

- Ability to establish fundraising objectives, set performance standards, and organize, motivate, and direct development staff to achieve
- Ability to support and facilitate the development and outreach work of senior administrators and volunteer leaders
- Excellent written and verbal communication skills and the ability to present abstract and conceptual material in a clear and convincing manner
- Ability to work both independently and cooperatively and thrive in a fast-paced, result-oriented environment
- Ability to establish and maintain effective working relationships with staff, faculty, students, and community members from diverse backgrounds

Preferred Qualifications:

- Graduate degree from an accredited institution of higher education
- Knowledge of the CASE Reporting Standards and Management Guidelines
- Experience providing staff support to volunteers and committees

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references

CLICK HERE TO APPLY NOW: <https://apply.interfolio.com/59416>

(NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved).

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Monday, February 11, 2019. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to careers@humboldt.edu that includes the job number (18-85) and applicant's last name in the subject line of the message.

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: 3306

Evidence of required degree(s), certification(s), or license(s) is 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: January 10, 2019

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.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.



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.