Director of Development, Major Gifts

First Review Date: Monday, February 17, 2020

(Job # 19-76) Administrator II, Director of Development, Major Gifts. Salary is commensurate with education and experience. This is a full-time, benefited, 12-month pay plan position in the Office of the Associate Vice President for Development. This position is an Administrator II in the California State University Management Personnel Plan (MPP). Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Additional information can be found at www.calstate.edu/HRadm/policies/mpp.shtml. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at https://hraps.humboldt.edu/employee-benefits.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multi-racial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: The Director of Development, Major Gifts is responsible for the planning and execution of major gift fundraising programs and related activities. The incumbent will focus on fundraising priorities outlined for the University. The Director reports to and coordinates with the Associate Vice President for Development to establish a clear action plan, goals and priorities.

Duties:
Develops plans and strategies for major gift development.
- Creates and executes an annual fundraising plan for engagement with donors and prospects to increase private philanthropic support, including developing annual goals for cultivation, stewardship, and solicitation as well as annual revenue goals
- Prepares written proposals for major gift prospects and identifies, cultivates, solicits, and stewards major gifts.
- Initiates and facilitates gift solicitations and advises teams (which may include Deans, Associate Deans, faculty, staff, students, or volunteers) to successfully initiate and manage fund raising programs that support the departments and are consistent with campus goals
- Writes and disseminates fundraising briefing documents for faculty, volunteers and others involved in fund raising solicitations
- Plans and tracks relationships with major gift prospects; maintain a well-designed and documented prospect portfolio
- Participates with other professional advancement personnel to develop solicitation and communication strategies for each major gift prospect and with appropriate internal and external personnel to systematically implement these strategies
- Supports and enhances equity on campus and in the community.

Manages Development Communications.
- Collaborates with the Communications staff to assure that information regarding development activities are presented in an accurate and timely manner in publications
- Provides content for proposals, supporting documents and other correspondence
- Participates in outreach and cultivation events
- Interacts and provide major gift planning and implementation with the annual giving team.

Manages Development Operations.
- Manages existing and ongoing giving programs and operations, including aspects of planning, gift acknowledgment, gift stewardship and accounting
- Assures proper administration of support groups
- Participates in prospect identification and cultivation strategy meetings
- Performs other duties as assigned

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Minimum Qualifications: A bachelor’s degree from an accredited institution of higher education. Three years of experience and demonstrated success in major gift development and five years of experience in fundraising or a related field. The ability to travel extensively, within California and nationally is a condition of employment.

Required Knowledge, Skills, and Abilities:
- In-depth knowledge of a variety of gift vehicles, examples include, in-kind gifts, gifts of securities and other assets and aspects of planned giving
- Detailed knowledge of major gift strategies and implementation
- Working knowledge of organizational effectiveness principles
- Working knowledge of negotiation and conflict resolution methods
- Excellent oral and written communication skills, tact and diplomacy appropriate for interaction with campus and external constituents
- Expert skill in making persuasive and compelling presentations of organizational goals/objective and in securing gifts
- Expert project/program management skills including skill in setting and meeting program/project goals and objectives within budget and time constraints
- Outstanding organization, time management, and analytical skills and the ability to independently manage multiple fundraising activities and initiatives required
- Expert analytical, critical thinking, problem recognition, avoidance, and resolution skills
- Exceptional verbal and written communication skills
- Superior interpersonal skills, self-motivated and well organized
- Strong organizational and time management skills with exceptional attention to detail
- Ability to work independently as well as an effective team member, ability to interact with diverse constituencies and develop collaborative working relationships needed to accomplish goals
- Ability to develop and manage volunteer and advisory boards and committees
- Ability to influence and engage a wide range of donors and build long-term relationships
- Ability to analyze and utilize giving metrics
- Strong commitment to diversity, equity, and inclusion.

Preferred Qualifications:
- Fundraising certifications and degrees
- Master’s degree
- Development experience in a university setting
- Experience in a comprehensive campaign
- Experience in development and recruitment of volunteers, board and committee development

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
- HSU Employment History Form (HSU Employment History Form: [https://forms.humboldt.edu/employment-history-form](https://forms.humboldt.edu/employment-history-form))

CLICK HERE TO APPLY NOW: [http://apply.interfolio.com/69638](http://apply.interfolio.com/69638)

(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: This recruitment will remain open until filled. A review of applications will begin Monday, February 17, 2020 and the review period may end at any time thereafter.
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.

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.

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: 3312

Publication Date: October 4, 2019
Revised Publication Date: November 6, 2019
Revised Publication Date: January 8, 2020

Humboldt State University 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.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

Publish Date: 2019
Revised Publication Date: January 20, 2020

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.