

HUMBOLDT STATE UNIVERSITY



Campaign Director/Director of Development, Major Gifts

Office of the Associate Vice President for Development

Job #20-28

First Review Date: Wednesday, January 13, 2021 (Open Until Filled)

(Job #20-28) Administrator II, Campaign Director/Director of Development, Major Gifts. Expected Salary Range: \$107,000 - \$120,000. 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 multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: The Campaign Director/Director of Development is responsible for overseeing all campaign activity, as well as a portfolio comprised of campaign volunteers and other key prospects. This individual will be assigned 100% of the time to the campaign. They will serve as a member of Advancement Office's leadership team to help implement campaign plans and policies in a manner that supports all aspects of the fundraising program.

The Director reports to and coordinates with the Associate Vice President for Development to establish a clear action plan, goals and priorities.

Duties:

Primary Duties and Responsibilities as Campaign Director:

In the role of Campaign Director, this individual will direct the overall campaign plan and timetable; identify and monitor campaign strategies and performance against benchmarks; assist in the recruitment of all campaign volunteers, oversee their engagement, and support their efforts; organize and coordinate the activities of the key campaign committees (Campaign Planning Advisory Committee, Campaign Steering Committee, Campaign Cabinet, Constituency Sub-

Committees, Advancement staff, University leadership, Foundation Board, and others) to ensure their successful fundraising efforts; produce key campaign operative materials; and oversee the development of a campaign communications strategy including the creation of all campaign collateral materials.

Primary Duties and Responsibilities as Director of Development:

As a Development Director, this individual will identify, cultivate, solicit, and steward prospective donors and funders with the capacity to make gifts of \$25,000 or more among potential corporate, foundation, and individual funders. In their role as Development Director, they will work closely with the all members of the Advancement team to provide viable funder prospects and manage personally a portfolio of prospect donors and will develop and implement strategies that promote long-term sustainable growth and deepen relationships with existing and new donors. Support and enhance equity on campus and in the community.

Minimum Qualifications:

- 5-7 years of progressively responsible fundraising experience and a proven record of successful cultivation and solicitation of gifts
- Prior experience campaign experience whole working in a Development Office, preferably for an educational institution
- Proven track record in planning and achieving short- and long-term goals and creating a plan outlining activity
- 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
- Working knowledge of a variety of gift vehicles including in-kind gifts, gifts of securities and other assets and aspects of planned giving
- Outstanding organization, time management, analytical skills and the ability to independently manage multiple fundraising activities and initiatives required
- Ability to travel extensively, within California and nationally
- Demonstrated experience with programs or projects directly related to enhancing diversity and equity within an organization
- A bachelor's degree from an accredited institution of higher education.

Required Knowledge, Skills, and Abilities:

- Demonstrated ability to think strategically and creatively about engaging donors, and to develop plans of action and follow through with sound judgment and superior problem-solving ability
- Exceptional interpersonal and influencing skills, tact, and diplomacy with the ability to develop and maintain cooperative and successful working relationships with volunteers, staff, and all donors
- Demonstrated ability to work with a team of colleagues who represent a diversity of work and conflict resolution styles
- Excellent verbal and written communication skills
- Demonstrated working knowledge in all areas of fundraising, with a particular emphasis on major gift acquisition
- Integrity and fiscal accountability
- Experience working with volunteers
- Experience working with donor management and data management systems
- Must be available to work evenings and weekends per event-related scheduling
- Must be able to travel on extended trips out of the area that will include flights, rental cars, and hotel stays
- Experience and knowledge of major gift strategies and implementation
- Ability to influence and engage a wide range of donors and build long-term relationships

- Superior interpersonal skills, self-motivated and well organized
- Experience in development and recruitment of volunteers, board and committee development
- Strong organizational and time management skills with exceptional attention to detail

Preferred Qualifications:

- Development experience in a university setting
- Fundraising certifications and degrees
- Experience with capital and comprehensive campaigns

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>; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/82051>

Application Deadline: This position is open until filled. To be considered for the first review of applications, all required documents must be submitted by 11:59 p.m. on Wednesday, January 13, 2021.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU's Human Resources Office at (707) 826-3626.

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.

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.

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 of approximately 7,000 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 approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

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. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

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 employment status of candidates or continued employment of current CSU employees who are being considered for the position.

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.

Class Code: 3312

Publication Date: December 14, 2020



See more photos at [Humboldt State University's Flickr page](#).