Position Description

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

The Advancement Division is a fast-paced, high-energy and collaborative work environment where teamwork and collegiality are essential for success. The successful candidate must be detail-oriented, have a strong service orientation, and possess a can-do attitude in support of the Advancement Division’s overall goals. Every member of the University Advancement team plays an integral role in providing donors with the highest level of stewardship to ensure a positive and fulfilling philanthropic experience.

Position Purpose: Reporting to the Associate Vice President for Development, the Director of Development establishes fundraising strategies and directs and conducts fundraising activities to secure philanthropic support which aligns with Sonoma State University priorities. Responsibilities include, but are not limited to identifying, qualifying, cultivating and soliciting potential donors; organizing and providing effective communication with donors and potential donors; stewarding alumni and other individual prospects, sponsors and major donors; coordinating gift processing; recruiting, training and motivating campaign volunteers for the university; and, other fundraising projects as assigned by the Associate Vice President for Development or Vice President for University Advancement. The incumbent is expected to work closely with constituents from all areas of the university and local community to identify opportunities to work toward fundraising objectives. In addition, the incumbent may supervise staff and student personnel as assigned.

Major Duties: The incumbent is expected to maintain a portfolio of donors and prospective donors and actively engage in personal visits annually; implement appropriate identification, cultivation, solicitation and stewardship strategies for prospects and donors; personally solicit prospects and donors on a regular basis in accordance with fundraising goals set by the Vice President of Advancement; provide support to volunteer committees and individual volunteers, developing proposals and coordinating meetings as assigned; and, collaborate effectively with the Associate Vice President for Development and/or Vice President for University Advancement and other divisional and university staff to coordinate solicitations of individuals, foundation and corporate prospects. Incumbent will support assigned academic areas and/or other university departments, which will includes becoming a strong thought partner with deans or other campus leaders. Incumbent is expected to serve as a liaison with university and community groups to share information about Sonoma State University; engage in campus and community activities and events that donors or prospective donors may attend; and, contribute donor recognition, stewardship, and other appropriate information for campus publications. Additionally, incumbent is expected to enter contact reports into database in a timely fashion; draft memoranda of understanding for gifts when appropriate and facilitate their processing; collect and gather data for reports and inquiries; and, attend conferences, seminars, and other development training as assigned.

The incumbent is evaluated on a periodic basis, no less than annually, based on performance metrics and fundraising goals, to ensure incumbent meets previously stipulated and mutually agreed upon fundraising objectives.

Secondary Duties: Perform all other secondary duties as assigned.

Work Environment: The majority of duties are performed in a dynamic, fast-paced office environment on the Sonoma State University campus, requiring the ability to speak and hear, sit and/or stand for extended periods of time, and the ability to use and enter data into a computer. Additional development and donor related duties will be performed off campus in various locations, frequently involving air and automobile
travel, including overnight stays, to conduct donor visits. As an exempt employee you have some flexibility in your schedule however must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. Evening and weekend hours will be required and will be specified only to meet operational needs. Your specific start time is determined by your Appropriate Administrator. You must maintain regular and acceptable attendance at such levels as is determined by your Appropriate Administrator.

**Minimum Qualifications:** This position requires a minimum of four years of experience in successful relationship building with prospects, volunteers, and board members, or demonstrated aptitude to be successful in face-to-face fundraising, including 4 years of progressively responsible and applicable management and/or supervisory experience. Bachelor’s degree required. The incumbent must have a proven track record of successfully working with individual donors, and soliciting and securing gifts and demonstrate experience in designing and implementing successful fundraising strategies. Experience in higher education fundraising is highly desired. Intermediate proficiency with computers, Microsoft Office Suite (Word, Excel), and Google Suite required; Raisers Edge experience highly preferred.

Incumbent must be personable and a proven self-starter; energetic, motivated and possess the ability to articulate the needs and opportunities of the university with clarity and enthusiasm. Incumbent must be able to work well both independently as well as collaboratively with other team members and have a willingness to travel extensively throughout the surrounding area to conduct donor visits and other support other fundraising activities. The incumbent must demonstrate integrity and sound judgment in performing duties; possess the ability to supervise the work of staff and recommend appropriate personnel actions; be able to apply strong problem solving and conflict resolution skills and train and evaluate performance, taking corrective action as needed; deal with stressful situations while maintaining composure; and, contribute to a collaborative environment utilizing exemplary communication and problem solving skills as necessary. Must have strong administrative and organizational skills, as well as the ability to manage multiple highly visible projects and competing priorities simultaneously, adjusting quickly to changes needed on a daily basis. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships among diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations.

The duties of this position may include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate may be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.