Vice President, University Development & Alumni Engagement / CEO, Cal Poly Foundation

Requisition Number: 496373

Job Summary/Basic Function:

California Polytechnic State University (Cal Poly), one of the nation’s top public universities, seeks an exceptional, experienced, and entrepreneurial Vice President for University Development & Alumni Engagement (UDAE) / CEO Cal Poly Foundation to provide strategic vision, leadership, and direction for an integrated university development program. The incumbent will oversee university-wide fundraising and will oversee leadership of Annual Giving, Alumni Engagement, Finance & Gift Administration, Principal Gifts & Gift Planning, and Colleges, Units, & Campaign. The VP will also coordinate with University Marketing and University Communications. The Vice President for UDAE will report directly to the President and serve as his principal advisor on all development related matters. The incumbent will be an active participant on the President’s executive Cabinet, serve as the CEO and a voting member of the Cal Poly Foundation, and work closely with the Foundation Board and all University constituencies, including the Office for Research & Economic Development.

Minimum Qualifications:

- Bachelor’s degree in business, communications, public relations, or related fields
- A minimum of 10 years of progressively responsible experience as a leader or manager in development, advancement or fundraising in a large, multi-unit organization.

Required Qualifications:

- Thorough working knowledge of principles of fundraising, trends, and best practices across industries
- Working knowledge of the value of diversity and inclusivity across the university
- Working knowledge of organizational development and change management in complex organizations
**Required Qualifications, continued...:**

- Skilled at seeing and translating future trends into effective strategies with successful outcomes
- Skilled at attracting and selecting the best talent to meet current and future needs
- Skilled at building and managing strong, diverse, goal-oriented teams
- Skilled at providing clear direction, delegating, and removing obstacles to get work done
- Skilled at holding self and others accountable to clearly stated commitments
- Skilled at securing and deploying resources to achieve the best possible outcomes
- Skilled at operating effectively and efficiently in an environment of change and ambiguity
- Skilled at anticipating and balancing the needs of multiple stakeholders
- Skilled at effectively communicating information in a clear and understandable manner to a variety of audiences
- Skilled at successfully negotiating with vendors and managing contracts
- Demonstrated ability to relate openly, collegially, and comfortably with diverse groups of people at all levels of the university
- Demonstrated ability to maintain confidentiality and securely handle highly sensitive information
- Demonstrated ability to act with honesty, integrity, and authenticity
- Ability to develop and manage budgets to meet financial targets

**Preferred Qualifications:**

- Advanced degree in business, communications, public relations, or related fields
- Working knowledge of shared governance and other practices unique to higher education
- Familiarity with policies and laws related to higher education (FERPA, ADA, etc.)
- Experience in a complex public and diverse institution

**Essential Job Functions:**

**Strategic Leadership**

1) Serve as the lead representative and advocate for the University Development & Alumni Engagement division on the President’s Leadership Cabinet in matters such as strategic planning, budget, and key campus initiatives and partnerships.

2) Continue to develop and implement ambitious campus-wide goals, strategies, and metrics for prospect identification and solicitation, proposal development, mobilization of outside support, and coordination of internal support activities.

3) Serve as the CEO and a voting member of the Cal Poly Foundation.

4) As the CEO of the Foundation, supervise, direct and carry out Foundation in accordance with, and subject to the control and direction of the Board.

5) The CEO shall have such other powers and perform such other duties as are customarily vested in the CEO of a corporation or as the Board may from time to time determine.

6) Oversee all phases of Cal Poly’s current and future Comprehensive Capital Campaigns.

7) Partner with the Vice President for Research & Economic Development to address major campus initiatives.
**Essential Job Functions, continued...**:

**Strategic Leadership**

8) Evaluate divisional performance by analyzing and interpreting data and metrics; develop strategies to sustain optimal performance.
9) Review, evaluate, plan and implement short, medium and long-range fund-raising programs in meeting current and future needs of the institution.
10) Identify and cultivate sources of funding.
11) Represent the institution to high-level potential donors.

**People and Fiscal Management**

1) Develop and maintain strong rapport with faculty, staff, alumni, students and key donors and volunteers (i.e. Foundation Board leadership and members, members of advisory Board, Alumni Board, etc.) to elicit feedback for continuous improvement, ensuring organizational effectiveness and stakeholder engagement
2) Foster collaboration with campus partners to achieve strategic objectives.
3) Hire, lead, and develop high-performing direct reports to achieve identified strategies and daily operational effectiveness.
4) Set workforce strategy based on divisional needs; leads efforts to create a diverse, engaged and highly effective workforce.
5) Model a culture of open and honest communication, respect, inclusion, integrity, balance, high achievement, and professionalism.
6) Set divisional budget and manage resources effectively to maintain financial viability.
7) Work closely with the Foundation Treasurer and Foundation Executive Director of Finance to manage the finances of the Foundation as a 501 c3.

**University Development & Alumni Engagement (UDAE) Division Summary:**

The mission of University Development & Alumni Engagement is to garner and steward private support that will play a crucial role in building and maintaining the special polytechnic, high-quality, Learn by Doing education model of Cal Poly.

University Development and Alumni Engagement (UDAE) at Cal Poly oversees the development program areas of planned giving and endowments, principal gifts, prospect research, corporate and foundation relations, college and regional fundraising, and alumni engagement. Our team of more than 80 professionals proactively seeks opportunities to bridge resources to achieve shared objectives. The division is currently leading the efforts of The Power of Doing, a comprehensive campaign to raise $900 million to support Learn by Doing.

**Cal Poly Foundation:**

The Cal Poly Foundation incorporated as a philanthropic tax-exempt foundation [a 501(c)(3) corporation] and an official auxiliary of California Polytechnic State University, San Luis Obispo in March 2006. The Cal Poly Foundation led by Cal Poly alumni and friends was incorporated to generate private support that will play a crucial role in building and maintaining Cal Poly’s multidisciplinary Learn by Doing educational model. To Learn More About the Foundation: [https://foundation.calpoly.edu/content/index](https://foundation.calpoly.edu/content/index)
Special Conditions:

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work additional hours, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- Must be willing to travel and represent the institution to high-level potential donors and cultivate those relationships through outside donor engagements, athletic events, and donor visits domestically and internationally.
- 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.
- Must be able to successfully pass a pre-employment background check.
- This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
- Full-time MPP employees are required to disclose outside employment at time of hire or within 30 days of taking additional outside employment subsequent to time of hire.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

Cal Poly

Known for its Learn by Doing pedagogy, Cal Poly is the flagship of the world-renowned California State University system. Annually recognized as one of the top public universities in the nation, Cal Poly continues to offer an academic curriculum based on learned experience gained through real-world practice. Located in San Luis Obispo, Cal Poly is nestled comfortably among the coastal foothills, minutes from the Pacific Ocean and equidistant to the Bay Area and Los Angeles.

Cal Poly Benefits

As part of the CSU System, Cal Poly offers a very generous best-in-class benefits program, including the following:

- Enrollment in CalPERS (Public Employee Retirement System)
- Health, dental, and vision insurance at competitive rates or no cost to employee
- Tuition Fee Waiver Program to allow employee or an eligible family member to attend classes at any of the CSU Universities for reduced fees
- Relocation will be included

More information is available on the Cal Poly benefits page [https://afd.calpoly.edu/hr/benefits](https://afd.calpoly.edu/hr/benefits)
Diversity Statement

At Cal Poly, we believe that cultivating an environment that embraces and promotes diversity is fundamental to the success of our students, our employees and our community. Bringing people together from different backgrounds, experiences and value systems fosters the innovative and creative thinking that exemplifies Cal Poly's values of free inquiry, cultural and intellectual diversity, mutual respect, civic engagement, and social and environmental responsibility.

Cal Poly's commitment to diversity informs our efforts in recruitment, hiring and retention. Cal Poly is an affirmative action/equal opportunity employer.

Supplemental Information

Following a conditional offer of employment, a background check (including a criminal records check) must be completed satisfactorily before any candidate may start work with Cal Poly. Failure to satisfactorily complete the background check may result in the withdrawal of the offer of employment. Current employees who are offered positions on campus will be required to undergo a background check for any position where a background check is required by law or that Cal Poly has designated as sensitive.

PLEASE NOTE

Cal Poly has retained Isaacson, Miller, a national executive search firm, to assist in this search. Screening of complete applications will begin immediately and continue until the completion of the search process/until the position is filled. You MUST complete the application within Cal Poly's Job Page. To do so, click here for VP of UDAE and CEO of Foundation Application

Submit Nomination

To do so, click here for Nomination Form