INTERNAL TEAM:
SL-University Development-137500

INTERNAL TEAM:
Administrator III
Job No: 3306

Position Number:
Position no: SL-00008314

INTERNAL TEAM:
AVP Univ. Development

Job Code/Employee Classification:
MPP Job Code:
U011

Position Number:

CSU Working Title:
Associate Vice President for University Development & Alumni Engagement

Reports To:
VP University Development

Campus:
San Luis Obispo

Division:
University Development

College/Program:
University Development

Department:
University Development - 137500

FLSA Status:
Exempt

SENSITIVE POSITION

Sensitive Position:
Yes
No

Job Summary/Basic Function:
The Associate Vice President for University Development and Alumni Engagement reports to the Vice President of University Development and Alumni Engagement/CEO Cal Poly Foundation. While the VP will provide strong overall leadership for all aspects of Cal Poly’s development program, the AVP will be a leader and partner helping to lead fundraising staff – both in the University Development Central Office and in all constituencies, major units and regions.

The AVP will provide visionary leadership for development programs, developing and executing plans to ensure that Cal Poly can rely on an increasing and sustainable flow of philanthropic support. The Associate Vice President will be called on to provide leadership in a number of crucial areas, including:

- Increasing the level of fundraising productivity and success, moving Cal Poly to the leader in the California State University System.
- Enhancing the strong culture of philanthropy across campus and building on the “continuous lifetime giving” model.
- Continuing to strengthen the development staff through professional development and training, coaching and recruitment.
- Building strong collaborative partnerships across campus.

Minimum Qualifications:
Bachelor’s degree from an accredited university and a minimum of ten (10) years of progressively responsible experience as a development leader and manager.
**Required Qualifications:**

Demonstrated experience managing a large team of fundraisers with a focus on utilizing metrics, systems, and relationship building skills to maximize strategic cultivation, solicitation and stewardship of donors.

Previous experience in capital campaigns, major gift cultivation and/or donor solicitation.

Deep understanding of and commitment to an integrated development program; and experience in a complex university environment.

Demonstrated understanding of the natural tension that exists when working with a multitude of colleges, departments, and programs with varying priorities is essential.

Experience successfully building and sustaining strong working relationships with staff, donors, faculty, volunteers and academic leadership is imperative.

Proven ability to develop sincere, productive relationships and to build trust both with internal colleagues and external constituencies is a must.

Clear and effective written and oral communication and presentation skills to both individuals and large groups.

Knowledge of requirements necessary to foster and maintain a team-centric culture and environment.

Ability to assess risk combined with a willingness to take calculated risks.

A tolerance for and ability to operate effectively with ambiguity.

Proven ability to drive performance and execute for results; strategic and agile thinker to develop opportunities and strategies for organizational success toward objectives.

Ability to lead and direct staff at all levels in a manner that instills confidence and empowers individuals to achieve results despite challenges, tough decisions, and difficult situations, helping them to achieve full potential and attain high individual and team performance and goals.

High integrity, judgement and courage of convictions.

Demonstrates self-awareness, understanding impact of self on others.

Ability to function successfully and manage change effectively in an environment of complexity and uncertainty.

**Preferred Qualifications:**

Experience successfully leading in a complex, decentralized, comprehensive university environment.

An advanced degree and professional fundraising certification.

Graduate of Plus Delta

**Special Conditions:**

Must be willing to travel and attend training programs off-site for occasional professional development.

Must be able to work extra 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 able to successfully pass a pre-employment background/fingerprint check.

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).

**License / Certification:**
**Mandated Reporter:** Limited - The person holding this position is considered a limited 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, revised July 21, 2017.

**NCAA:**
- Yes
- No

**Conflict of Interest:**
A “designated position” in the CSU’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.

**Supervises Employees:**
- Yes
- No

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## Job Duties

### JOB DUTIES

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
</tr>
</thead>
<tbody>
<tr>
<td>90</td>
<td>Provide overall strategic direction to UDAE and be responsible for the creation and implementation of its strategic plan.</td>
<td>Essential</td>
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<td>Maintain a small portfolio of major prospects, particularly where there are multiple complex university relationships and the opportunity exists to have university-wide impact that requires thoughtful, experienced, prospect management.</td>
<td>Essential</td>
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<td>Oversee the day-to-day operations and activities of the division.</td>
<td>Essential</td>
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<td>Report regularly on progress toward strategic goals, providing such reports to the unit as a whole as appropriate.</td>
<td>Essential</td>
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<td>Advise key university officers on opportunities for their involvement with specific fundraising and engagement initiatives.</td>
<td>Essential</td>
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<td>Supervise the major gift and prospect management teams; hiring and personnel decisions, establish performance goals and objectives, and expedite the professional development and training of such staff.</td>
<td>Essential</td>
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<td>Lead the development of annual operating plan process for all units within UDAE.</td>
<td>Essential</td>
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<td>Foster diversity at all levels of the organization, including the professional staff, the volunteer corps and the constituencies served.</td>
<td>Essential</td>
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<td>Play a leadership role in appropriate regional and national professional organizations.</td>
<td>Essential</td>
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<td>Perform other such duties as may be delegated by the Vice President of UDAE/CEO Cal Poly Foundation.</td>
<td>Essential</td>
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<tr>
<td>10</td>
<td>Perform other job-related duties and special projects as assigned</td>
<td>Marginal</td>
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<td></td>
<td>Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions</td>
<td>Marginal</td>
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3 of 3

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