Position Information

Internal Team:* SL-CAFES-Advancement Group-102505
Job Code/Employee Classification:* Administrator I

MPP Job Code: U124
Position Number: Director of Development

CSU Working Title:* Director of Development
Reports To: Director of Development

Campus:* San Luis Obispo
Division:* Academic Affairs-Provost
College/Program:* CAFES-Coll Ag Food & Env Sci
Department:* CAFES-Advancement Group - 102505

FLSA Status:* Exempt

Sensitive Position:

Sensitive Position: Yes  No

Job Summary/Basic Function:* Under the direction of the Sr. Director of Development, the Director of Development is responsible for prospect qualification, solicitation, stewardship, and coordination of internal support activities. This position represents the University by conducting outreach to alumni, friends, parents, key volunteers, and industry partners. The Director will be responsible for communicating effectively and collaborating with on-campus personnel including those in University Development and Alumni Engagement to achieve the exceptional outcomes for the College of Agriculture, Food, and Environmental Sciences.

Minimum Qualifications:* Bachelor's Degree with at least two (2) years of progressively responsible professional experience in development, advancement, fundraising, or a related field.

Required Qualifications:

- Establishes and maintains effective customer relationships (Customer Focus)
- Readily takes action on challenges, without unnecessary planning (Action Oriented)
- Works cooperatively with others across the organization to achieve shared objectives (Collaborates)
- Partners with others to get work done (Collaborates)
- Builds constructive relationships with people both similar and different to self (Interpersonal Savvy)
- Picks up on situational cues and adjusts in the moment (Situational Adaptability)
- Contributes to a work climate where differences are valued and supported (Values Diversity)
**Preferred Qualifications:**

Higher education fundraising experience.

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

Graduate of Plus Delta.

**Special Conditions:**

Must be willing and able to travel on a regular basis either locally or on overnight trips from one to three consecutive days or more, as much as 50% of the time.

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.

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 Revised July 21, 2017 as a condition of employment.

Must be able to successfully pass a pre-employment background/fingerprint 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 Resolution forms subject to the regulations of the Fair Political Practices Commission.

Full-time MPP employees are required to disclose outside employment at the 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 overtime provisions of the Fair Labor Standards Act (FLSA).

**License / Certification:**

Possession of or the ability to obtain by date of hire a valid class C driver's license.

**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**
<table>
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<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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| 90        | Identify, qualify, cultivate, solicit and steward prospective donors for major, leadership and planned gifts to college/unit.  
Develop and manage a personal portfolio of 120 prospective major prospects/donors, while maintaining confidentiality.  
Conduct 150 donor visits annually.  
Solicit 20 major gifts ($25,000 or more) annually.  
Raise $600,000 or more annually.  
Develop and propose strategies for solicitation of major gifts with an emphasis on six/seven figure gifts and blended gifts.  
Participate in the development and maintenance of a strong donor stewardship program that ensures donor acknowledgement with appropriate and timely recognition correspondence.  
Cultivate and maintain positive relationships with college/unit constituents including faculty, staff, donors, alumni, industry partners and volunteers, including members of college/unit advisory boards.  
Ensure all development activities are conducted in accordance to the fund-raising policies and procedures of CSU and University Development and Alumni Engagement. | Essential |
| 10        | Performs other job-related duties and special projects as assigned.  
Attends training and maintain skill currency as appropriate to safely and effectively complete assignments.  
Assists with event and meeting planning as needed. | Marginal |