



A. POSITION DATA

Incumbent: _____ EmplID: _____ Date: _____
 Working Title: Senior Director of Philanthropy Reports To Title: VP for University Advancement
 (Appropriate Administrator)
 Department: University Development
 Division: University Advancement College (if applicable): _____
 Reason:
 Vacant Position Revision Performance Evaluation New Hire
 Is this a new position? No

Classification Title: Admin II Job Code: 3312 Identifier - M80
 Position Number: 00005513 Level/Range/Grade: 2
 Pay Plan: 10/12 month 11/12 month 12/12 month Time Base: 1.00 Check box if Intermittent

B. POSITION PURPOSE

The Senior Director of Development (SDD) will serve as a strategic leader in the university's fundraising efforts, overseeing and guiding a team of four professional fundraisers responsible for securing philanthropic support for the seven colleges and the athletics division within the university. This senior-level position will work closely with deans, senior leadership, and other campus stakeholders to develop and execute comprehensive fundraising strategies aimed at securing major gifts, multi-year pledges, planned gifts, endowments, and scholarships. The Senior Director will manage a personal portfolio of approximately 120 prospects and donors while mentoring and providing direction to the team on best practices in fundraising, moves management, and relationship building.

In partnership with the Regional Senior Director of Philanthropy, this individual will play a pivotal role in the university's aspirational comprehensive campaign, aiming to raise \$600,000 over ten years, through philanthropic giving, sponsored programs and legislative advocacy efforts. This position will ensure consistent and effective progress toward meeting key fundraising goals and metrics, and contribute to the university's overall development strategy.

SPECIAL REQUIREMENTS/DESIGNATIONS OF THE POSITION:

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines. Incumbent is responsible for the safety and security of Level 1 data, sometimes also referred to as Level 1 protected data. This is confidential information that is in most cases protected by statutes, regulations, or other legal mandates.

This position is a Higher Education Employer-Employee Relations Act (HEERA) designated managerial position and comes under the Management Personnel Plan (MPP) of the California State University. Individuals appointed to management positions serve at the pleasure of the President or designee. They are excluded from the collective bargaining process, are not subject to probationary service, and do not receive tenure or permanent status. This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

The duties of this position will include participation in a decision that may have a material/financial benefit to the incumbent. Therefore, this is a "designated position" under the California State University's Conflict of Interest Code and the incumbent will be required to file a Form 700: Statement of Economic Interest and is subject to the regulations of the Fair Political Practices Commission. (Group Advancement/Development - Director (all levels, all colleges) CAT 02)

Throughout employment in this position incumbent must maintain a valid California Driver's License as well as continued completion and compliance of the CSU Defensive Driver's Training course

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) as a condition of employment.

This position requires occasional travel, evening, and weekend time commitments.

C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this position. Other functions may be assigned as deemed necessary.

Does this position have Supervisory Responsibility? Yes _____

List of Functional Category with Responsibilities:	% of Time	Priority Weight
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DEVELOPMENT TEAM LEADERSHIP:

As a senior leader in development, this role informs decision making and is responsible for carrying out policies and strategies, and modeling best practices as a fundraiser and colleague:

- Lead, mentor, and supervise a team of four fundraisers, each responsible for two to three colleges within the university, providing coaching, strategic guidance, and professional development to ensure the achievement of individual and team fundraising goals.
- * Provide guidance to the development team in the preparation, development and implementation of the advancement action plans and written prospect strategies for all major gift prospects and ensure regular review of progress on each strategy.
- * Develop strategies and programs necessary to ensure continued success by providing advice, analysis and recommendations to decision-makers on prioritization, planning and policy issues in relation to major gift fundraising.
- Serve as a subject matter expert and provide ongoing training to team members on best practices in major gift fundraising, donor cultivation, and solicitation strategies.
- * Monitor performance metrics for development team and provide formal feedback in regular performance reviews.
- * Participate and serve a critical role in the recruitment, interviewing, selection and orienting of new Development employees.
- * Cultivate and foster an effective team that encourages communication and collaboration across programs, units and job functions in fulfillment of the University's mission and strategic objectives.
- * Build competence in others through effective coaching, performance management and mentoring
- * Provide leadership that instills confidence and promotes a work environment that motivates, empowers, and inspires commitment from employees, recognizing employees for achievements and contributions to the team.
- * Develop and implement methods for improving individual and team performance to achieve organizational goals.
- Conduct regular one-on-one meetings and team reviews to assess progress, address challenges, and celebrate successes.
- * Support and encourage professional and career development for employees.
- * Coordinate with prospect management and research staff to support identification of prospects, manage portfolios, monitor fundraising progress, and help development officers build an effective moves-management system.
- * Represent Chico State locally, regionally, and nationally at major fundraising and prospect cultivation events.
- * Encourage and model volunteerism and philanthropy in the life of the campus.
- * Effectively collaborate with deans and other senior staff with fundraising engagement; including preparation of annual pipelines, strategic briefings prior to visits and arranging for appropriate follow up from visits and events.
- * Work in partnership with the advancement services team to determine communication and solicitation strategy for annual leadership donors in major gift portfolios.
- * Other duties as assigned by the VP.

35%	1
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MAJOR GIFT OFFICER:

- Proactively build and manage a robust pipeline of approximately 120 major gift prospects by identifying, qualifying, cultivating, and soliciting gifts from individual donors, foundations, and

15%	
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List of Functional Category with Responsibilities:

% of
Time Priority
Weight

- corporations.
- * Broaden the base of major gift support for the university through a combination of cash, in-kind and bequest gifts.
- * Plan, organize and implement advancement activities consistent with the goals and mission of the university including the identification, cultivation and solicitation of major donors and prospects and is in full compliance with Chico State and CSU policies and procedures.
- * Collaborate with the deans directors, faculty, advancement colleagues and constituents to enhance and promote fund-raising priorities relative to securing major gifts from private sources.
- * Partner with leadership and staff to identify opportunities to strengthen key relationships among constituents and build support for the students, faculty and programs of the College.
- * Coordinate and focus College advancement activities related to established priorities by carrying out a strategic solicitation process to attain gifts of outright cash, multi-year pledge commitments, estate planned gifts, and in-kind gifts from alumni, parents, friends, corporations and foundations.
- * Collaborate with the Dean, working in conjunction with University and University Advancement leadership, to outline College priorities, articulate plans and programs that implement the university-wide comprehensive campaign.
- * Lead the College's prospect management process to acquire and consistently manage a pool of 100-to-125 highly qualified prospects.
- * Develop, prepare and coordinate written proposals and presentations for major gift solicitations and assist in the preparation of acknowledgment letters and stewardship functions on behalf of the dean.
- * Interact and exchange ideas with University Advancement and campus-wide advancement directors about research, prospect assignments, cultivation and solicitation of potential donors, and coordinate multiple-interest major donors and prospects.
- * Participate in College and University-wide events that provide opportunities for on-going cultivation of donors and prospects and allow for the promotion and articulation of College's priorities.
- * Serve on campus and College committees related to advancement.

CAMPAIGN PLANNING AND PREPARATION:

15%	
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- * In partnership with the VP, work to implement the current comprehensive campaign for Chico State
- * Provide leadership for the campaign by collaborating on viable fundraising plans, identifying donor prospects, and determining solicitation strategies.
- * Assign campaign work to fundraisers as appropriate
- * Assist VP to engage members of the University Board of Governors and college advisory boards in cultivation and philanthropic endeavor.
- * Participate in board meetings and activities, particularly the Development and Governance Committees.
- * Assist campus groups with development issues related to advisory boards and committees.

SUPERVISION:

10%	
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- * Directly or indirectly supervise support staff and students.
- * Participate in the interviewing, hiring, training staff.
- * Plan, coordinate, and directs works.
- * Collaborates on performance, rewards and discipline.
- * Addresses complaints and resolves problems.
- * Carries out responsibilities in accordance with university policies and applicable laws.

Total should equal 100% Time and 100 Weight Total

75%	1
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D. MANAGEMENT STANDARDS AND EXPECTATIONS

As a member of the management team, you are expected to meet the following standards:

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situation.
6. Demonstrates expertise and judgment. Develops, recommends and implements techniques and practices to improve

your area of responsibility ensuring optimum performance. Keeps abreast of current trends and practices in the field. Solicits feedback to ensure quality service and efficiency or identify areas for improvement.

7. Educates staff about changes related to policy, services and expectations.
8. Ensures compliance with local, state and federal laws, and CSU and CSU, Chico's policies and guidelines to establish and implement appropriate procedures.
9. Is fiscally responsible with the organization's equipment, property and funds. Authorizes expenditures within the parameters of budget authorization.
10. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
11. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multi-cultural environment.

Additional Standards and Expectations

Replace this text with additional standards and expectations. This box will expand as needed when you tab to next field.

E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. Demonstrated Knowledge, Skills and Abilities

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

KNOWLEDGE:

Thorough knowledge and understanding of the principles, practices, best practices, of major gift solicitation.

Thorough understanding of, and experience with, methods, practices, and procedures associated with major gift and leadership prospect and donor identification, cultivation, solicitation, and stewardship.

Thorough knowledge in developing proposals and materials in support of major gift fund-raising

General knowledge of and experience with management principles, practices, and technique.

General knowledge of research and interview techniques

Proficiency with computer programs (MS Office products, Outlook, Word and spread sheet programs especially Excel).

SKILLS:

Must possess the following:

Excellent interpersonal verbal and written communication skills.

Excellent organizational, collaboration, and leadership skills.

A high degree of personal motivation, independent judgement, and persuasiveness.

Demonstrated and proven history and ability working autonomously to handle prospect identification, multiple solicitations, and stewardship activities simultaneously.

A strong sense of financial accountability and the ability to manage resources with prudence and efficiency

ABILITIES:

Incumbent must have the ability to:

Carry out responsibilities in accordance with university policies and applicable laws.

Effectively accomplish fund-raising goals and enhance the image of the University.

Communicate effectively in a variety of formats to a broad range of audiences.

Prepare and present oral and written reports / data which are clear, concise, and comprehensive.

Work with college, division, campus leadership, and advisory boards to establish, implement, and evaluate strategic development plans and goals.

Relate to a diverse variety of stakeholders, donors and community members.

Interpret complex procedures, agreements, polices, and regulations.

Work independently with minimal supervision.

Problem-solve effectively to address concerns and interests of campus constituents, guests, vendors, and others as needed.

Collect and analyze data / information, draw conclusions from the analysis, and determine course of action based on information.

Effectively identify, recruit and motivate volunteers.

Provide vision, motivation, leadership and guidance to faculty, staff, and volunteer leaders.

Establish and maintain effective and cooperative working relationships with prospects, donors, volunteers, faculty, staff, and administrators.

Willingness to travel as required to effectively perform the duties of the position.

Communicate effectively in a variety of formats to a broad range of audiences.

Develop new skills that promote professional growth and effectiveness.

Adjust to change in a positive manner (e.g. work environment, technology).

Function cooperatively and productively as a member of a unit.

Conduct business with integrity and openness.

Perform assigned duties.

2. Education and/or Experience

Bachelor's degree from an accredited college or university.

AND

A minimum of six years related experience in major and principal gifts fund-raising for higher education or commensurate experience in the public, or non-profit sector.

Experience will include the following:

Work with major gift and capital campaigns and direct experience soliciting gifts of \$25,000 or more.

Developing and presenting proposals and associated materials in support of major gift fund-raising.

Working with prospect research and in preparing contact reports.

Coordinating efforts with other Advancement programs such as, public affairs and alumni and parent relations.

F. PHYSICAL REQUIREMENTS

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position alternates between remaining in a stationary position such as standing or operating a personal computer for long periods of time and frequently moving about inside the office. Must be able to travel across campus to other offices and buildings on and off campus for meetings and events. Travel outside the region or state may also be required. Also refer to the Physical Requirements & Work Environment form regarding this position.

G. WORK ENVIRONMENT

Typical office environment and standard office equipment for administrative functions. Evening or weekend hours may be required, as needed to travel and meet with prospects, and complete work and projects. Outside locations may include even and uneven surfaces, may be exposed to weather changes such as temperatures, humidity or precipitation. Also refer to the Physical Requirements & Work Environment form regarding this position.

H. PREFERENCES - This section is for recruitment purposes only

Please indicate what special skills, education or knowledge are preferred.

Replace this text with preferences. This box will expand as needed when you tab to next field.

I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only

Replace this text with additional recruitment information. This box will expand as needed when you tab to next field.

APPROVAL

In Order of Approval

Incumbent: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Vice President (or Designee): _____ Date: _____

Classification/Compensation: _____ Date: _____