

Employee Name:



## MPP / Staff Position Description

| HUMAN RESOURCES USE ONLY  |                                  |
|---|----------------------------------|
| <b>Conflict of Interest (COI) Designated:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                   | <u><b>MPP Positions Only</b></u> |
| <b>Mandated Reporter:</b> <input type="checkbox"/> Limited <input checked="" type="checkbox"/> General <input type="checkbox"/> N/A | <b>MPP Job Code:</b>             |
| <b>Review Date:</b>   | <b>Job Family:</b>               |
|   | <b>Job Function:</b>             |
|   | <b>Job Category:</b>             |

**Mandated Reporter Per CANRA**  YES  NO

The person holding this position is considered a 'mandated reporter,' under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**Please Note:** A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

**Please check one:**  New Position  Existing Position Update

|   |  |
|---|--|
| <b>Date:</b>  | May 23, 2024   |
| <b>Department &amp; Division:</b>   | URD-Athletics / University Relations and Development |
| <b>Employee Name</b><br><i>(leave blank if vacant):</i>                                   |  |
| <b>Current Classification &amp; Grade:</b>  | Administrator I                                      |
| <b>FLSA Status:</b><br><i>(exempt or non-exempt)</i>                                      | Exempt   |
| <b>Working Title:</b>   | Assistant Director of Development                    |
| <b>Position Number &amp; Job Code:</b>  | 10008454 / 3318                                      |
| <b>Working Title &amp; Position Number of HEERA Designated Appropriate Administrator:</b> | 10000769 / Associate Athletic Director, Development  |

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**I. FUNCTION OF THE EMPLOYING UNIT:**

*State the basic purpose of the Department/Unit in one brief paragraph. Include the division's DEI statement here.*

University Relations and Development (URAD) shares the university's vision and mission underscored in the 2020 five-year strategic plan. The plan identifies five strategic priorities including: Becoming a Premier Public Research University: A New Kind of Hispanic Serving Institution (HSI); Resilience. Designed to Thrive; We Are SDSU; Equity and Inclusion in Everything We Do; and Students at Our Core.

Units of URAD work together to create enduring relationships with alumni, parents, donors, students and the community to generate private support for SDSU students, faculty and a diverse number of programs. URAD handles a range of services encompassing stewardship, events, gift administration, communications and more.

Within URAD, the departments of Development, SDSU Alumni, Planned Giving, Special Events, Donor Relations, Marketing and Communications, Financial Management, Data Management, Prospect Research and Management and Operations are making a difference in the lives of SDSU's 37,000 students.

URAD had another record-setting fundraising year in 2022-2023 with \$136.9M total raised. Other superlatives in 2022-2023 include 16,534 total gifts, 2,254 scholarships awarded and 5,969 first-time donors. The latest fundraising success can be credited to the university's goal of building a world-class university campus, research center, and multi-use stadium in Mission Valley to serve higher education, the public good, and the community's goals and aspirations.

SDSU has been recognized several times for its exceptional development program by the Council for Advancement and Support of Education (CASE). With the support of loyal donors and working alongside SDSU's visionary faculty and staff leaders, SDSU builds lifelong relationships with nearly 500,000 alumni, friends and the community that advance the mission of SDSU.

**Diversity, Equity and Inclusion:**

University Relations and Development at San Diego State University is committed to upholding, as a foundational belief, a supportive working environment of inclusion that values, honors, and respects, all members of our team and the University community.

We strive to engage in and promote the fair and equitable recruitment and training of URAD staff members, develop meaningful relationships with all groups in our diverse campus community, and share philanthropic stories that highlight the impact of and opportunity for diverse giving by our SDSU community.

University Relations and Development firmly believes that an inclusive environment facilitates critical and creative thinking, and that differences in identities, values, beliefs, and perspectives are fundamental to our mission of generating philanthropic support for the university and its student body.

Within University Relations and Development, the term diversity implies a respect for all and an understanding of individual differences and other characteristics protected by applicable state or federal law, so that all members of the community are treated at all times with dignity and respect.

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We value diversity and inclusion in the working environment and believe it is vital to the fulfillment of the university's mission.

**The Department of Athletics**

The Department of Athletics, utilizing the services of over 150 employees, is responsible for the intercollegiate athletics program at San Diego State University. Currently, there are 18 sport programs, approximately 450 student-athletes, and 17 offices in the department. The offices include the following: The Aztec Club, Administration, Athletic Medicine, Business Office, Compliance, Corporate Sales, Development, Equipment, Event Management/Facilities and Operations, Human Resources, Information Technology, Marketing, Media Relations, Strength and Conditioning, Student-Athlete Academic Support Services, Ticket Office, and Video.

**II. PURPOSE OF POSITION:**

*State the basic purpose of the position in one to three specific statements.*

Under general supervision, the Assistant Director of Development is a journey-level fundraising professional responsible for identifying, qualifying, cultivating, soliciting, and stewarding gifts \$25,000 and above, as well as participating in annual gift strategies. The position reports directly to the Associate Athletics Director, Development.

The Assistant Director of Development will focus on maintaining and improving the effectiveness and results of solicitations for gifts to the Department of Athletics. The Assistant Director of Development will work directly and independently with identified donors and will develop and manage projects and strategies. The position will also coordinate and support stewardship activities.

This position manages the process of identification, qualification, cultivation, solicitation, and stewardship of leadership annual level prospects and donors. The Assistant Director of Development will provide donors with customized, frequent, meaningful communication and involvement. Also, will ensure that all development activities are conducted in accordance with the fundraising policies and procedures set by the California State University system, SDSU, The Campanile Foundation and University Relations and Development.

**III. CHANGES IN RESPONSIBILITIES:**

- **Assist Associate AD, Development with the Coryell Legacy Society – endowed and planned gifts  
Plan the annual fund program to increase participation and contributions.**

**IV. MAJOR RESPONSIBILITIES:**

*Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.*

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| Description of Responsibilities:   | (%) Percent of Time |
|--|---------------------|
| <p><b><u>Major Gift Activity/Stewardship</u></b></p> <ul style="list-style-type: none"> <li>• Encourage gifts of all sizes to the Department of Athletics.</li> <li>• Personally identify, qualify, cultivate, solicit, and steward gifts above \$25,000</li> <li>• Communicate the case for support to alumni, parents, and friends.</li> <li>• Conduct visits with donors and prospects.</li> <li>• Assist Associate AD, Development with the Coryell Legacy Society – endowed and planned gifts</li> <li>• Implement the process of identification, qualification, cultivation, solicitation, and stewardship of leadership prospects and donors; provide donors with customized, frequent, and meaningful communication and involvement.</li> <li>• Ensure that all development activities are conducted in accordance with the fundraising policies and procedures set by the California State University system, SDSU, The Campanile Foundation, and University Relations and Development.</li> <li>• Utilize donor and prospect lists from and criteria established by team members.</li> <li>• Reflect all donor and prospect activity in the Advance CRM donor database.</li> <li>• Support boards and committees in the Department of Athletics.</li> <li>• Maintain files in conjunction with prospect research.</li> <li>• Utilize web and other tools for preliminary research of prospects.</li> <li>• Attend prospect clearance team meetings as appropriate.</li> <li>• Participate in all required University Development meetings including monthly division meetings, priority and prospect management meetings, and other meetings as required.</li> <li>• Create and support alumni outreach.</li> <li>• Attend athletic, alumni and donor events. Plan and staff events as requested.</li> <li>• Research prospects to assist in developing strategy.</li> </ul> | 85%                 |
| <p><b><u>Gift Reporting</u></b></p> <ul style="list-style-type: none"> <li>• Provide donor/alumni record updates to Gift Administration and Reporting regarding gift information, address changes, donor status updates, contact reports, and proposal submissions.</li> </ul>   | 10%                 |
| Other Duties as Assigned   | 5%                  |
| <b>Total<br/>=100%</b>   | 100%                |

**V. LEAD WORK DIRECTION OVER OTHERS:**

**Employee Name:**

*List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).*

| <b>Classification</b> | <b>Working Title</b> | <b>Type of work direction<br/>(Direct or General)</b> |
|-----------------------|----------------------|---|
| N/A                   |                      |   |

**VI. POSITION REQUIREMENTS:**

*A. List education and years of experience required that are based on the classification standards.*

- A BA/BS degree in relevant field or combination of education and experience
- A minimum of 2 years of progressive development experience or related work, such as sales, marketing, communications and community or public relations
- A minimum of 1 year of direct experience in personal gift solicitation and fundraising (\$10,000+)
- Success in gift fundraising (\$10K+) that demonstrates an ability to align strategy development/implementation with pre-approved goals/priorities
- Experience working with volunteers and with corporate executives

*B. Skills, knowledge, and abilities required for this position that are based on the classification standards*

- Ability to work well amid an environment of change
- Effectiveness and persuasiveness in both written and oral communication
- Strong interpersonal skills and ability to work effectively with colleagues, faculty, staff, students, alumni, corporate executives, community/business leaders and the general public
- Strong written and verbal communication skills with a solid foundation in grammar, spelling, and the composition of various communication vehicles are essential to initial entry to this classification
- Ability to represent SDSU, the Department of Athletics, and University Development in a positive manner on campus and with external constituencies.
- Ability to organize own work, coordinate projects with others, manage multiple projects simultaneously
- Ability to appropriately handle sensitive and confidential information
- High level of customer service, attention to detail, exceptional follow-through

*C. Specialized skills required for this position*

- A high degree of interest in and commitment to higher education and philanthropy and the ability to articulate a compelling case for annual support of a public institution of higher education
- Ability to interpret biographical, corporate, and foundation information and to prepare concise written profiles and summaries of donor/prospect information
- Proficiency with microcomputer applications (i.e., email; word processing; spreadsheet, presentation software and database applications) and other reference sources and tools

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- Must have the ability to travel and attend off-campus appointments and events during non-business hours

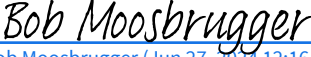


*D. License and Certification Required (I.e., Driver’s License and Grade, Certification, etc.)*

**VII. PREFERRED QUALIFICATIONS:**

- Experience working in an Athletics department
- Financial and biographical database experience
- Demonstrated experience in upgrading of donors
- Campaign experience

**VIII. SIGNATURES:**

*The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)*

|   |                       |
|---|-----------------------|
| _____<br>Incumbent’s Signature/Acknowledgment   | _____<br>Date         |
| <br><a href="#">Bob Moosbrugger (Jun 27, 2024 12:16 PDT)</a> | _____<br>Jun 27, 2024 |
| _____<br>Appropriate Administrator Signature  | _____<br>Date         |
| <br><a href="#">Adrienne Vargas (Jun 27, 2024 15:33 PDT)</a> | _____<br>Jun 27, 2024 |
| _____<br>Vice-President, University Relations and Development   | _____<br>Date         |
| <br><a href="#">Rachael Stalman (Jun 28, 2024 09:22 PDT)</a> | _____<br>Jun 28, 2024 |
| _____<br>Classification & Compensation Services   | _____<br>Date         |

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## Attachment A

Complete for all positions

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.

**Physical Summary:** Choose one description out of the categories below that best describes this position.

- Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).
- Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.
- Medium Work:** Job involves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.
- Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent's time will be spent walking, standing, squatting, kneeling, or climbing.

Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.

"C" = constantly or 6-8 hours per day

"O" = occasionally or up to 3 hours per day

"F" = frequently or 3-6 hours per day

"N" = never

| Physical Requirements of the Position |                            | Mental Requirements of the Position |  |
|---------------------------------------|----------------------------|-------------------------------------|--|
| N                                     | Bending (neck)             | C                                   | Reading & Comprehending                          |
| N                                     | Bending (waist)            | O                                   | Writing  |
| N                                     | Climbing                   | O                                   | Performing Calculations                          |
| N                                     | Crawling                   | F                                   | Communicating Orally                             |
| N                                     | Kneeling                   | O                                   | Reasoning & Analyzing                            |
| N                                     | Pushing/Pulling            | O                                   | Decision Making                                  |
| C                                     | Sitting                    | O                                   | Directing/Coordinating Others:                   |
| N                                     | Squatting                  |                                     | Other:   |
| O                                     | Standing                   | Environmental Working Conditions    |  |
| N                                     | Twisting (neck)            | N                                   | Exposure to variations in temperature/humidity   |
| N                                     | Twisting (waist)           | N                                   | Exposure to chemicals, gases, dust or fumes      |
| O                                     | Walking                    | N                                   | Operates machinery or drives motorized equipment |
| N                                     | Handling Objects           | N                                   | Exposure to bio-hazards                          |
| N                                     | Manual dexterity           | C                                   | Working in normal office environment             |
| N                                     | Reach above/below shoulder | N                                   | Working outside with various weather conditions  |
| N                                     | Using foot controls        | N                                   | Uses specialized equipment                       |
|                                       | Other:                     |                                     | Other:   |

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## Attachment B

Complete for all positions

**Sensitive Position:** For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the [CSU Background Check Policy](#).

| <b>Consideration for designation as a sensitive position per HR Technical Letter 2017-17</b>  |   |   |
|---|---|---|
| 1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a). |
| 2. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive?   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN's, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages.  |
| 3. Does this position have access to student records?   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | FERPA (Access to student education records)   |
| 4. Is the position responding for recording/reporting Clery Data?   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Clery Act Basics  |
| 5. Does the position have access to protected health information?   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | HIPAA   |
| 6. Will this position be an active/participating member of the SDSU Emergency Operations Team?  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | EOC Member  |
| 7. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Motor Vehicle Records/Licensing Check is required. CA Defensive Driver  |
| 8. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development?  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | COI CAT 1   |
| 9. Does the position influence or make decisions regarding the purchase of goods, service or construction work? <b>Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.</b> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | COI CAT 2   |



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|  |   |           |
|--|---|-----------|
| 10. Does the position influence or make decisions regarding the investment of <b>SDSU/CSU</b> funds.   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | COI CAT 5 |
| 11. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | COI CAT 6 |

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## **Attachment C**

Complete for **MPP Positions Only**

### **Mental Effort:**

*Enter frequency of occurrence for all applicable activities using the following key:*

**1=Never Occurs    2=Seldom Occurs    3=Sometimes Occurs    4=Occurs Often    5=Almost Always Occurs**

| <b><u>Planning</u></b>                         |  | <b><u>Staffing</u></b>                |  |
|--|--|---------------------------------------|--|
| 3  | Forecast                                 | 1                                     | Define Roles   |
| 3  | Set Program Goals                        | 1                                     | Give Input to Position Descriptions  |
| 2  | Determine Budget Allocations             | 1                                     | Determine Selection Criteria   |
| 1  | Establish, Implement, Revise Policies    | 1                                     | Recruit/Interview/Select   |
|  |  | 1                                     | Orient Staff   |
| <b><u>Organization</u></b>                     |  | <b><u>Employee Relations</u></b>      |  |
| 1  | Describe Relationships Between Functions | 1                                     | Initiate Corrective Action   |
| 1  | Define Department/Divisional Structure   | 1                                     | Authorize Formal Discipline  |
| 4  | Establish Priorities to Meet Goals       | 1                                     | Administer Collective Bargaining Agreements                                |
| 1  | Schedule Work for Employees              | <u>1</u>                              | Prepares/Investigates Grievance Awards and Complaints                      |
| 1  | Implement procedures                     | 1                                     | Formulates/Represents University Position for Formal Grievances/Complaints |
| 4  | Determine work methods                   |                                       |  |
| 5  | Balance multiple tasks/projects          |                                       |  |
| <b><u>Direction/Leadership/Supervision</u></b> |  | <b><u>Performance Evaluations</u></b> |  |
| 3  | Educate                                  | 1                                     | Determine Performance Standards  |
| 2  | Delegate                                 | 1                                     | Authorize/Approve Awards   |
| 4  | Coordinate                               | 1                                     | Prepare Performance Evaluations  |
| 1  | Coach/Train/Develop                      | 1                                     | Observe/Follow-Up on a Daily Basis   |
| 1  | Recommend Formal Training                | 1                                     | Correct Work/Behavior Problems   |
| 1  | Motivate                                 |                                       |  |
| 1  | Instruct/Demonstrate                     |                                       |  |
| 1  | Schedule Staff/Readjust Schedule         |                                       |  |
| <b><u>Organization</u></b>                     |  | <b><u>Other</u></b>                   |  |
| 1  | Describe Relationships Between Functions |                                       |  |
| 1  | Define Department/Divisional Structure   |                                       |  |
| 4  | Establish Priorities to Meet Goals       |                                       |  |
| 1  | Schedule Work for Employees              |                                       |  |
| 3  | Establish deadlines                      |                                       |  |
| 1  | Implement procedures                     |                                       |  |
| 4  | Determine work methods                   |                                       |  |
| 5  | Balance multiple tasks/projects          |                                       |  |

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## Attachment D

Department Organization Chart

**Instruction:** Please insert an image of your department's organization chart and highlight where this Position Description falls within the chart.

