



A. POSITION DATA

Incumbent: Vacant/Recruitment EmplID: _____ Date: _____
 Working Title: Executive Outreach Manager Reports To Title: AVP for University Advancement
 (Appropriate Administrator)
 Department: VP for University Advancement
 Division: University Advancement College (if applicable): _____
 Reason:
 Vacant Position Revision Performance Evaluation New Hire
 Is this a new position? Yes

Classification Title: Administrator I Job Code: 3318 Identifier - M80
 Position Number: 00004363 Level/Range/Grade: 1
 Pay Plan: 10/12 month 11/12 month 12/12 month Time Base: 1.00 Check box if Intermittent

B. POSITION PURPOSE

Reporting to the AVP, the Executive Outreach Manager is responsible for identification of and outreach to alumni, foundation and corporate executives and initiating relationships that support philanthropic giving to the university. The incumbent is responsible for assessing new donor prospects for giving capacity, affinity, and inclination to support the university. After originating contact with new donor prospects the outreach officer will facilitate meetings with an appropriate regional officer. The incumbent will participate as a member of the University Advancement Division in the execution of a comprehensive development program with a particular focus on new prospect identification and engagement and managing a small portfolio of donors. Additionally, the Regional Outreach and Development Manager will provide support to a team of regional development professionals by securing meeting appointments with prospects in their region and providing logistical management.

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.

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 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).

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? No

| List of Functional Category with Responsibilities: | % of Time | Priority Weight | |
|---|-----------|-----------------|---|
| <p>EXECUTIVE OUTREACH:</p> <ul style="list-style-type: none"> * In collaboration with the research department identify potential donors including alumni and corporate and foundation prospects with potential for grants, contracts, or gifts. * Using a variety of outreach techniques, create and implement connections for development staff across the university to leverage into strategic relationships. * Work with the Vice President and Associate Vice President to meet assigned goals for establishing connections and track progress and productivity. * Use donor management system to document all contact with donors and prospects in a thorough and timely manner. * Develop and maintain knowledge of fundraising best practices * Work with University Advancement communications staff to find interesting and inspirational stories to share with alumni around a broad range of topics. | 40% | | |
| <p>RESEARCH</p> <ul style="list-style-type: none"> * In close collaboration with the Prospect Research team, identify prospective donors in the regions assigned through proactive research. * Participate in and support regular prospect management team meetings. * Use Prospect Management software and techniques to track activity with donors and to plan outreach to support Regional Development efforts. | 20% | | |
| <p>REGIONAL MANAGEMENT AND SUPPORT:</p> <ul style="list-style-type: none"> * Provide logistical management to regional fundraisers by setting appointments, tracking meetings, donors, time worked, and goal attainment. * Provide logistical support to regional fundraisers by onboarding and orientation providing them with the research, knowledge and tools necessary to be successful. * Plan, organize and implement fundraising activities consistent with the goals and mission of the university. | 20% | | |
| <p>WRITING AND COMMUNICATION</p> <ul style="list-style-type: none"> * Develop and write select donor communications for the purposes of stewardship and appeal, including acknowledgments, solicitations, social media appeals, special updates and other outreach communiques. * Work closely with colleges, athletics and University Communications staff to identify, coordinate and generate compelling stories that reinforce campaign goals. * Collaborate with Advancement staff in conceptualizing, drafting editing, finalizing, distributing, and creating campaign materials and other advancement communications. * Complete other writing assignments as needed. | 20% | | |
| Total should equal 100% Time and 100 Weight | Total | 100% | 0 |

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

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:

Incumbent must possess:

- * Thorough knowledge of:
 - ** English grammar, punctuation and spelling.
 - ** Office methods, procedures and practices.
- * Fluency in using standard office equipment (computers, copiers, phones) and standard office software packages such as, Microsoft Office (Word, Excel, and Outlook) and related computer software packages.
- * General working knowledge of applicable University infrastructure, policies, and procedures.

SKILLS:

Incumbent must possess:

- * An authentic and evident passion and dedication to the students and mission of Chico State.
- * Very strong verbal communication skills and proven ability to generate interest, create excitement, and connect with people over the phone.
- * Must be able to listen carefully as well as to influence and persuade others.
- * Solution-oriented mind-set. Brings creative options to everyday challenges.
- * Tenacity. Candidate must have a strong desire and intent to succeed, including a willingness to make hundreds of phone calls.
- * Creative, proactive, with can-do work ethic; self-starter with ability to work independently and as part of a team.
- * Active problem solving and effective interpersonal skills as work often involves frontline contacts with a variety of campus and community individuals.
- * Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.
- * Demonstrated competence in effectively presenting standard information in writing.
- * Typing and keyboarding skills.

ABILITIES:

Must have the ability to:

- * Learn, independently interpret, and apply a wide variety of complex policies and procedures, and be able to identify deviations from applicable policies.
- * Apply independent judgment, discretion, and initiative to address problems, participate in developing practical, thorough and, at times, creative solutions.
- * Respond to routine inquiries and explain standard policies and procedures to others.
- * Identify and solve standard problems where policy and procedures are referenced and refer more complex problems to appropriate staff.
- * Perform standard arithmetic calculations of a transactional nature, including tracking and comparing data.
- * Use standard office equipment as well as quickly learn to use new office support technology systems and software packages.
- * Perform assigned duties.

2. Education and/or Experience

Bachelor's Degree
-and-
One Year higher education fundraising experience.

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.

Incumbent/applicant will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. This position alternates between remaining in a stationary position operating a personal computer for long periods of time and frequently moving about inside the office. Also refer to the Physical Requirements & Work Environment form regarding this position.

G. WORK ENVIRONMENT

Typical office environment operating standard office equipment. 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.

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

APPROVAL

In Order of Approval

Incumbent: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Vice President (or Designee): _____ Date: _____

Classification/Compensation: _____ Date: _____