

Director, Corporate and Foundation Relations

PD No.:PD-3394

POSITION DESCRIPTION INFORMATION

POSITION INFORMATION

Type of Action Requested:*	New (Create a new Position Description)
Internal Team:*	ST-University Advancement, VP - 60102
Job Code/Employee Classification:*	Administrator II <u>Job Code: 3312</u>
Classification Title:	Administrator II
MPP Job Code:	U064
Position Number:	No position selected.
CSU Working Title:*	Director, Corporate and Foundation Relations
Range/Grade:	3312-RANGE A-Grade-1
Reports to Supervisor:	Jeff Porto Jr.
Reports To:*	Exec. Director of Development <u>Position no: ST-10004229</u>
Campus:*	Stanislaus
Division:*	University Advancement
College/Program:*	University Advancement
Department:*	Development - 60106
FLSA Status:	Exempt
Hiring Type:	At-will
Workplace Type (Exclude Inst Fac):	Telecommute eligible (work onsite as scheduled and/or as requested and telecommute as scheduled)
Pay Plan:	12 Months
Pay Plan Months Off:	

POSITION DESIGNATION

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.
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.
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive Position?:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Care of People (including minors) Animals and Property:	No
Authority to commit financial resources:	No
Access/control over cash cards and expenditure:	No
Access/possession of master/sub-master keys:	No
Access to controlled or hazardous substances:	No
Access/responsibility to personal info:	Yes
Control over Campus business processes:	Yes
Responsibilities requiring license or other:	Yes
Responsibility for use of commercial equipment:	Yes
Is this a Campus Security Authority (CSA):	<input type="radio"/> Yes <input checked="" type="radio"/> No
Serves a security function:	No
Designated recipient for crime/misconduct reports:	No
Significant responsibility for Student Activities:	No
Significant responsibility for Campus Activities:	No
Job Summary/Basic Function:*	The Director of Corporate and Foundation Relations plays a crucial role in securing financial support, building strategic partnerships, and advancing the mission and impact of the organization through effective corporate and foundation engagement.
Minimum Qualifications:*	<ul style="list-style-type: none"> • Education: Bachelor's degree in a relevant field such as nonprofit management, business administration, marketing, communications, or a related area. • Experience: Minimum of 5 years of progressive experience in fundraising, development, or related roles within the nonprofit sector, preferably with a focus on corporate and foundation relations.
Required Qualifications:	<ul style="list-style-type: none"> • Exceptional customer service skills, demonstrating diplomacy and professionalism. • Proficient in handling diverse interpersonal situations with tact and diplomacy, resolving conflicts effectively. • Proven ability to promote communication and teamwork in a positive work environment, fostering relationships within a diverse population. • Strong written and verbal communication skills, with a clear and concise communication style. • Thorough knowledge of English grammar, spelling, and punctuation. • Familiarity with University Advancement strategies, policies, and procedures. • Ability to maintain confidentiality. • Excellent organizational and time management abilities, prioritizing tasks effectively. • Proficiency in various computer applications, including word processing, spreadsheets, databases, online systems, and email. • A background check (which may include: fingerprinting, checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can begin employment with the CSU.
Preferred Qualifications:	<ul style="list-style-type: none"> • Master's degree in nonprofit management, business administration, fundraising, or a related field. • Possession of relevant certifications such as Certified Fund Raising Executive (CFRE) or Certified Nonprofit Professional (CNP) can indicate a commitment to professional development and expertise in fundraising practices. • Experience in leading teams or managing fundraising initiatives. • Skilled in using Raisers Edge NXT.
Special Conditions:	<ul style="list-style-type: none"> • Ability to work a flexible schedule including evenings and weekends as needed. • Ability to travel to off campus sites to attend meetings and events.
License / Certification:	<ul style="list-style-type: none"> • Valid California Driver's License or ability to obtain one upon hire.
Supervises Employees:*	<input type="radio"/> Yes <input checked="" type="radio"/> No
If position supervises other employees; list position titles:	

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
100	<ul style="list-style-type: none"> • Develop and implement strategies to engage corporate partners and foundations in alignment with the organization's goals and priorities. • Build and maintain relationships with corporate executives, foundation representatives, and key stakeholders to foster partnerships and secure financial support. • Lead efforts to solicit major gifts, grants, sponsorships, and donations from corporate and foundation sources to support the organization's mission and programs. • Collaborate with programmatic teams to create compelling funding proposals and grant applications that align with the interests and priorities of corporate and foundation donors. • Ensure proper stewardship of existing corporate and foundation relationships, including acknowledgment, recognition, and reporting on the impact of their support. • Represent the organization at networking events, conferences, and meetings to identify new funding opportunities, cultivate relationships, and promote the organization's work. • Work closely with internal teams, such as development, communications, and program management, to align fundraising efforts with organizational strategies and priorities. • Conduct prospect research to identify potential corporate and foundation partners, assess their philanthropic priorities, and tailor engagement strategies accordingly. 	Essential

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Occasionally
Climbing:	Occasionally
Concentrating:	Frequently - Essential
Crawling:	Never
Decision Making:	Frequently - Essential
Keyboarding and Mousing:	Frequently - Essential
Lifting or Carrying up to 10 lbs.:	Occasionally
Lifting or Carrying up to 25 lbs.:	Occasionally
Lifting or Carrying up to 50 lbs.:	Occasionally
Lifting or Carrying over 50 lbs.:	Occasionally
Performing Calculations:	Occasionally
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Occasionally
Sitting:	Occasionally - Essential
Standing:	Occasionally
Stooping Kneeling or Squatting:	Occasionally
Walking:	Occasionally

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1

Description:

Other Physical and Mental Req No.1 Frequency:

Other Physical & Mental Requirement No. 2

Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment:	Occasionally - Essential
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Excessive Noise:	Never
Hazards:	Never
Outdoor:	Occasionally
Elevated Work:	Never
Extreme Temperature (hot or cold):	Never
Indoor (Typical office environment):	Occasionally - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1

Description:

Other Environmental Req No.1 Frequency:

Other Environmental Requirement No. 2

Description:

Other Environmental Req No.2 Frequency:

Other Environmental Requirement No. 3

Description:

Other Environmental Req No.3 Frequency:

Other Environmental Requirements: