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| Employee Name: |  | Fresno State ID # |  |
| Classification: |  Admin II | Working Title: | Director of Development, Central |
| Prepared By (MPP/Chair): | VP | Department: | University Advancement / Development |
| Bargaining Unit: | M80 | FLSA Status: | Exempt | Date Prepared: | 8/2024 |

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| **POSITION DESCRIPTION** |

**Organizational Description:**

University Advancement’s mission is to inspire and increase philanthropy for Fresno State by putting the philanthropic partner at the center of what University Advancement does, thereby focusing on the philanthropic partner being the hero of their own story. The division works with alumni, friends, and the greater Fresno community to elevate Fresno State through their engagement with the University. Providing engagement opportunities is a primary role of the division, which advances Fresno State and elevates Fresno State students and the Valley. University Advancement focuses on engaging University constituents with the strong Fresno State brand and deepening the bond with alumni, friends, and the communities within the University.

**Overview:**

The Director of Development is a member of the University Advancement division and reports to the Associate Vice President (AVP) for Development and Comprehensive Campaigns. The Director is responsible for identifying, cultivating and soliciting major gifts from individuals, corporations, foundations across the many constituents of the university and at the $25,000-$250,000 level. The Director, in partnership with AVP for Development and Comprehensive Campaigns, will plan and implement development and campaign strategies, and assist in strategy conversations on volunteer leadership.

This important development role will be housed in the central office and will primarily support projects that will benefit any area of the university. Major fundraising priorities will come at the direction of the AVP for Development and Comprehensive Campaigns to the Director of Development. This position will work closely with the other development staff members so strong teamwork and communication skills are vital. This role will have a flexible prospect portfolio that will include alumni and friends from across campus and individuals or organizations with varied interests.

**Major duties of the job include:**

* Participate as a member of the Central Development team and the greater Development Team, attend regular meetings with various campus leaders to coordinate fundraising strategies to achieve annual and campaign fundraising goals.
* Work under the direction of the AVP for Development and Comprehensive Campaigns and provide fundraising support on approved initiatives that may benefit any unit of the university.
* Create deferred and outright gifts obtained by working with prospects, philanthropic partners, allied professionals, development staff and other members of the Fresno State community.
* Cultivate prospects and philanthropic partners for the purpose of negotiating and closing major gifts.
* Liaison to Campus Units: Frequently interacts with the Vice President for University Advancement, AVP for Development and Comprehensive Campaigns, Assistant Vice President for Advancement Operations and Annual Giving, University Vice Presidents, and other Senior Administrators to identify projects for private fundraising.
* Prospect Identification: Occasionally reviews annual giving records, public information and volunteer suggestions for potential major gift prospects.
* Prospect Qualification: Frequently meets with prospects to qualify their capacity and propensity for major giving.
* Prospect Cultivation: Frequently plans and implements strategies to move prospects toward a major gift decision.
* Prospect Solicitation: Frequently develops and presents major gift proposals to prospects to meet or exceed annual and campaign goals.
* Philanthropic Partners Stewardship: Regularly interacts with philanthropic partners to ensure consistent and meaningful stewardship of gifts received.
* Special Events: Occasionally organizes or supports special events designed to identify, cultivate, or steward philanthropic partners.
* Boards and Volunteer Engagement: Frequently interacts with volunteer leaders and boards to engage them in the mission of Fresno State.

**Secondary duties of the job include:**

* Division Support: Occasionally works on projects not directly related to fundraising at the direction of the Associate Vice President for Development and Comprehensive Campaigns.
* University-wide representation: Occasionally works on projects outside University Advancement as directed by the Associate Vice President for Development and Comprehensive Campaigns.
* Support and/or lead fundraising efforts for mini-campaigns and comprehensive campaigns.
* Fill in as Director of Development for various schools/colleges as needed.

Supervisory Responsibility:

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| Who Supervises this Position: | Associate Vice President for Development and Comprehensive Campaigns |
| Who is Responsible for completing the Performance Appraisal: | Associate Vice President for Development and Comprehensive Campaigns |
| What other classifications does this position supervise or provide lead, work oversight: | None |

**Minimum Requirements: Knowledge, Skills, and Abilities:**

* Demonstrated track record in working with individuals and groups, ability to work as a member of a team, recognition of the importance of education to individuals and society.
* Excellent interpersonal skills, strong written and oral communication skills.
* Highly motivated and proven self-starter, creative and entrepreneurial characteristics.
* Ability to work effectively with faculty, staff, alumni and friends of the university from diverse ethnic, cultural and socioeconomic backgrounds.
* Flexibility to travel as needed to develop and maintain relationships.
* Competency and experience with the use of Word, Excel, PowerPoint, email and the internet.
* History of regular attendance and positive performance evaluations.

**Education and Experience:**

* Bachelor's degree required from a regionally accredited institution.
* Minimum of four years of increasingly responsible and successful fundraising experience or professional experience with transferable skills such as sales, marketing or public relations.
* Demonstrated track record in working with individuals and groups, ability to work as a member of a team, recognition of the importance of education to individuals and society.
* Exposure to management, including budgetary responsibilities.
* Experience with a nonprofit organization.
* Experience with capital/comprehensive campaigns and/or specific experience in major gift solicitation, corporate foundation relations or constituent relations.

**Preferred Education and Experience:**

* Master's or other advanced degree preferred.
* Experience/background in higher education.
* Experience with alumni/philanthropic partner databases and campus applications such as Advance, Reeher or Raiser’s Edge.

**SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:**

* 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](http://www.calstate.edu/eo/EO-1083.html) as a condition of employment.
* This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by [CSU](http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html) [Executive Order 1095.](http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html)
* This position is a "designated position" in the California State University's Conflict of Interest Code. The incumbent of this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

**SIGNATURES**

My signature denotes that I have reviewed the duties, responsibilities, and functions outlined on the position description form and that it is an accurate statement of the duties and responsibilities assigned to this position. The position description is intended to describe the general content and essential requirements for the position and is not an exhaustive statement of duties. Management has the exclusive right to alter this position description.

Print Name Signature Date

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| Employee: |  |  |
| Supervisor: |  |  |
| Appropriate Administrator: |  |  |

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| --- | --- | --- | --- |
| Employee Name: |  | Position: | Director of Development, Central |
| Department: | University Advancement / Development | Date Prepared: | 8/2024 |

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| **WORKING ENVIRONMENT** |

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

**PHYSICAL EFFORT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Number of hours/day |  |  | Number of hours/day |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Sitting | **☐** | **☐** | **☐** | **☐** | **X** |  | 12. Lifting or carrying | **☐** | **☐** | **☐** | **☐** | **☐** |
| 2. Standing | **☐** | **X** | **☐** | **☐** | **☐** |  | A. 10 lbs. or less | **☐** | **X** | **☐** | **☐** | **☐** |
| 3. Walking | **☐** | **X** | **☐** | **☐** | **☐** |  | B. 11 to 25 lbs. | **X** | **☐** | **☐** | **☐** | **☐** |
| 4. Bending Over | **☐** | **X** | **☐** | **☐** | **☐** |  | C. 26 to 50 lbs. | **X** | **☐** | **☐** | **☐** | **☐** |
| 5. Crawling | **X** | **☐** | **☐** | **☐** | **☐** |  | D. 51 to 75 lbs. | **X** | **☐** | **☐** | **☐** | **☐** |
| 6. Climbing | **X** | **☐** | **☐** | **☐** | **☐** |  | E. 76 to 100 lbs. | **X** | **☐** | **☐** | **☐** | **☐** |
| 7. Reaching overhead | **☐** | **X** | **☐** | **☐** | **☐** |  | F. Over 100 lbs. | **X** | **☐** | **☐** | **☐** | **☐** |
| 8. Crouching | **X** | **☐** | **☐** | **☐** | **☐** |  | 13. Repetitive use of hands/arms | **☐** | **☐** | **☐** | **X** | **☐** |
| 9. Kneeling | **X** | **☐** | **☐** | **☐** | **☐** |  | 14. Repetitive use of legs | **X** | **☐** | **☐** | **☐** | **☐** |
| 10. Balancing | **☐** | **X** | **☐** | **☐** | **☐** |  | 15. Eye/hand coordination | **☐** | **☐** | **☐** | **☐** | **X** |
| 11. Pushing or pulling | **X** |  | **☐** | **☐** | **☐** |

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| --- | --- | --- |
|  | Yes | No |
| 16. Driving cars, trucks, forklifts and other equipment | X | ☐ |
| 17. Being around scientific equipment and machinery | ☐ | X |
| 18. Walking on uneven ground | X | ☐ |

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| --- | --- | --- |
| **MENTAL EFFORT** |  | **ENVIRONMENTAL FACTORS** |
|  | Number of hours/day |  |  | Number of hours/day |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Directing Others | **☐** | **X** | **☐** | **☐** | **☐** |  | 1. Inside | **☐** | **☐** | **☐** | **☐** | **X** |
| 2. Writing | **☐** | **☐** | **X** | **☐** | **☐** |  | 2. Outside | **☐** | **X** | **☐** | **☐** | **☐** |
| 3. Using math/calculations | **☐** | **X** | **☐** | **☐** | **☐** |  | 3. Humid | **X** | **☐** | **☐** | **☐** | **☐** |
| 4. Talking | **☐** | **☐** | **☐** | **☐** | **X** |  | 4. Hazards | **X** | **☐** | **☐** | **☐** | **☐** |
| 5. Working at various tempos | **☐** | **☐** | **☐** | **☐** | **X** |  | 5. High places | **X** | **☐** | **☐** | **☐** | **☐** |
| 6. Concentrating amid distractions | **☐** | **☐** | **☐** | **☐** | **X** |  | 6. Hot | **X** | **☐** | **☐** | **☐** | **☐** |
| 7. Remembering names | **☐** | **☐** | **☐** | **☐** | **X** |  | 7. Cold | **X** | **☐** | **☐** | **☐** | **☐** |
| 8. Remembering details | **☐** | **☐** | **☐** | **☐** | **X** |  | 8. Dry | **☐** | **☐** | **☐** | **☐** | **X** |
| 9. Making decisions | **☐** | **☐** | **☐** | **X** | **☐** |  | 9. Wet | **X** | **☐** | **☐** | **☐** | **☐** |
| 10. Working rapidly | **☐** | **☐** | **☐** | **X** | **☐** |  | 10. Change of temp | **X** | **☐** | **☐** | **☐** | **☐** |
| 11. Examining/observing details | **☐** | **☐** | **☐** | **☐** | **X** |  | 11. Dirty | **X** | **☐** | **☐** | **☐** | **☐** |
| 12. Discriminating colors | **X** | **☐** | **☐** | **☐** | **☐** |  | 12. Dusty | **X** | **☐** | **☐** | **☐** | **☐** |
|  |  |  |  |  |  |  | 13. Odors | **X** | **☐** | **☐** | **☐** | **☐** |
|  |  |  |  |  |  |  | 14. Noisy | **☐** | **☐** | **☐** | **X** | **☐** |
|  |  |  |  |  |  |  | 15. Working With others | **☐** | **☐** | **☐** | **X** | **☐** |
|  |  |  |  |  |  |  | 16. Working around others | **☐** | **☐** | **☐** | **☐** | **X** |
|  |  |  |  |  |  |  | 17. Working alone | **☐** | **X** | **☐** | **☐** | **☐** |