



University Staff Position Description Form

Office of Human Resources

This description will be used as a basis for determining classification/skill level and will be maintained as an official record of the duties assigned to this position. Employee participation in the completion of this document is encouraged; however, the appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

FOR HUMAN RESOURCES USE ONLY:					
APPROVED CLASSIFICATION	CLASS CODE	EEO CAT	RANGE/ GRADE CODE	APP. BY C&C	DATE
AA/S Ex I	1038	2	2	VC	07/30/2024

1. POSITION INFORMATION

Employee: _____ Department: Athletics

Current Classification: AA/S – Ex I Working Title: Annual Fund Officer

Time Base: F.T. P.T. _____ % Other _____ FLSA Status: EX NE

Position Provides Lead Work Direction To:

Classification: _____ Qty: _____ FTE: _____

Classification: _____ Qty: _____ FTE: _____

Name & Title of Work Lead (if any): _____

Name & Title of Appropriate Administrator: Andy Fiske, Associate Athletic Director for External Affairs

Name & Title of Dean/Manager (MPP): Mark Orr, Athletic Director

2. PRIMARY ACTION BEING REQUESTED (Select One)

Job Posting: New Position Replacement Position, former incumbent: Julie Shutler (AA/S – Ex II)

Update Position Description Only:

NOTE: An updated position description requires providing Employee with seven (7) days’ advance notice. This updated position description must be endorsed by the Appropriate Administrator before being signed by the Employee. The Employee signs at least seven (7) days’ prior to Effective Date.

Effective Date: _____

3. SIGNATURES

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position. 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 as a condition of employment.

Employee: _____ Date: _____

Appropriate Administrator: Andy Fiske Date: Jul 30, 2024

Dean/Manager (MPP): Mark Orr Date: Jul 30, 2024

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4. MINIMUM QUALIFICATIONS

Please list only the Minimum Qualifications of the appropriate classification standards for this position. (Depending on the classification, this may be shown in the classification standards as Minimum Qualifications, Entry Qualifications, or Typical Qualifications. (Classification standards can be found at <https://www.calstate.edu/csu-system/careers/compensation/Pages/Classification-Standards.aspx>.)

Entry to this classification requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

5. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

Please list any knowledge, skills, abilities, and experience for this position.

Required: Must be comparable to the Minimum Qualifications, appropriate to the skill level of the position, and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

Experience

1. Experience in Annual Fund development or comparable experience.

Knowledge, Skills, Abilities

2. Broad knowledge of the principles of fundraising and ability to participate in all aspects of the gift cycle.
3. Ability to initiate contact via phone to set meetings with donors and prospects.
4. Strong communication skills, including the ability to write proposals and accompanying materials to individual donors, as well as the ability to listen carefully and patiently to prospects and donors.
5. Stellar relationship building skills and ability to build rapport with internal and external stakeholders around innovative ideas and programs for Athletics.
6. Keen eye for ensuring compliance with ticket allocations and providing high-quality service to premium seating and hospitality guests.
7. Excellent time management and follow-up skills.
8. Ability to work nights and weekends.
9. Ability to work well under deadline and to manage multiple projects simultaneously.
10. Ability to establish and achieve quantified objectives.
11. Ability to work independently and as part of a team.
12. Ability to travel around the region and to other areas of the country.
13. Ability to efficiently coordinate and oversee game day staffing and equipment setup, ensuring smooth operations and exceptional customer service.
14. Commitment to maintaining a welcoming and inclusive work environment with diverse colleagues and constituents including faculty, students, staff, and members of the community.

Other

15. Possession of a valid driver's license and maintenance of good driving record.

Conditions of Employment

- Ability to pass a background check.

Preferred: List any desirable qualifications beyond the Minimum Qualifications and those that are Required that would enhance an incumbent's ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

16. A Master's degree

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17. Experience in managing ticket distribution, game day preparations, and resolving ticketing issues for large-scale events.
18. Experience in Intercollegiate Athletics
19. Two or more years of experience working at a NCAA Division I Institution.
20. Two or more years developing and implementing strategies for fundraising
21. Experience in Athletic Development

6. POSITION SUMMARY

Provide a few short, specific statements, which outline the purpose of the job.

Under the general direction of the Associate Athletic Director for External Affairs, the Annual Fund Officer is charged with developing and implementing strategies to secure financial support for the Athletic Fund. The Annual Fund Officer will work with the Athletic Development and Fundraising Team to develop an annual gift solicitation plan including: goals, quantifiable objectives, and strategies for achievement.

The Annual Fund Officer will work with the Athletics Marketing Department and Ticket Sales team to manage ticket distribution for students, faculty, and staff, ensuring compliance with player and coach ticket allocations. They will oversee game day preparations, including equipment setup and staffing, and collaborate with the Campus Ticket Office to resolve ticket issues during events. Additionally, they will ensure premium seating and hospitality services meet expectations and manage season ticket holder benefit packages.

The incumbent must be highly self-motivated, creative, thrive under pressure, able to handle rejection, and believe in the mission of Sacramento State Athletics. This position will be expected to travel both locally and nationally; and regular attendance at evening and weekend athletic activities and donor events.

7. ESSENTIAL FUNCTIONS OF THE POSITION

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
60%	D, W, M, Y	<p><u>Fundraising & Development</u></p> <ul style="list-style-type: none"> • Develop of the annual fund strategy for the Department of Athletics. • Create individualized solicitation plans to upgrade the giving level of donors. • Determine whether an individual is capable of making a major or planned gift and collaborate with the Senior Associate AD of External Affairs to devise appropriate strategies to bring the individual to solicitation and closure. • With the Senior Associate Athletic Director for External Affairs, establish a long-term strategy to substantially grow contributions at all levels and through all channels increasing the number and amount of annual fund dollars the Department of Athletics receives annually. • Collaborate with the Athletics Ticket Sales, Partnerships and Marketing team to maximize revenue for the Sacramento State Athletic Fund through gift donations, partnerships and season tickets sales. • Collaborate with the Stewardship and Events team to develop a stewardship strategy for annual fund donors to Athletics.

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20%	D, W, M, Y	<ul style="list-style-type: none"> • Work with Prospect Research and Management to handoff prospects with major gift potential to the Senior Associate Athletic Director for External Affairs/Director of Development. • Be visible among supporters of Sacramento State Athletics by attending games – mainly Football, Men’s & Women’s Basketball – that provide cultivation opportunities both pre-game and halftime. • Participate in Development Division team efforts, including prospect management meetings with University Advancement. • Collaborate with Alumni Engagement to engage leadership donors and prospects in volunteer roles. • Remain current on all Sacramento State Division-I athletic programs and collegiate athletics in general. • Work independently to initiate contacts with donors and potential donors. • Managing a portfolio of various prospects. • Making contacts monthly which include telephone and face-to-face individual prospect visits. • Raising athletic restricted and unrestricted dollars to meet Athletic Department funding goals. <p><u>Athletic Ticket Services and Hospitality Support</u></p> <ul style="list-style-type: none"> • Work with the Athletics Marketing Department and Ticket Sales team on creating, managing and implementing student and faculty and staff ticket distribution. • Support Compliance with the Player and Coach ticket distribution. • Oversees set-up and prep for Athletics game day staffing including, but not limited to, Scanner set-up, surface pro set-up and other duties that come along with the game day staff set-up. • Works with Campus Ticket Office and game staff ticket staff to problem solve day of game ticket issues for all ticket athletics events and sports • Works with Game Day hospitality attendants at home football games to ensure that premium seating and hospitality guests are receiving the proper level of service. • Implement and manage season ticket holder benefit packages
10%	D, W, M, Y	<p><u>Athletic Fund Department Support</u></p> <ul style="list-style-type: none"> • Works with Annual Fund Coordinator in preparing and processing all donations and foundation revenue to the Athletic Fund and Athletics Dept. by preparing Gift Acceptance Forms (GAFs) under University procedures. • Works with Annual Fund Coordinator to maintain donor information to ensure accuracy of membership levels and benefits. • Works with Annual Fund Coordinator with all Athletic Fund correspondence (e.g., thank you letters, membership information, newsletter, social media) • Assists coaches with membership. • Attends all Athletic Fund meetings, events, department meetings, and mentor meetings. • Responsible for answering and directing all phone calls received in the Athletic Fund office. • Assists the Assistant AD of Partnerships and Director of Community Relations and Special Events with all sponsorship and fundraising events, responsible for processing event deposits and receipts.

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8. MARGINAL FUNCTIONS OF THE POSITION

Describe each non-essential duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Marginal Functions Only (List in order of importance)
10%	As needed	Other duties as assigned.

9. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

9a. Nature and Scope of Authority: Identify the kinds of decisions made, judgment required, freedom to act, and supervision received (i.e., direct or general). Also indicate if position acts as a lead or supervises others, and explain.

The nature and scope of authority of this position involve raising funds for operational needs, including scholarships, travel, recruiting, meals, equipment, and apparel for all student-athletes within the Department of Athletics. The incumbent will manage ticket distribution for students, faculty, staff, players, and coaches, oversee game day preparations and premium seating services, and provide additional support to the department.

9b. Problem Solving: Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.

The incumbent will have the autonomy to address issues and concerns related to raising funds for the Athletic Fund, managing donor relationships, and supporting the department. They will handle ticket distribution for students, faculty, staff, players, and coaches, and oversee game day preparations and premium seating services. For all major gift activities involving donors with a capacity of \$25k and above, the incumbent is required to refer to the Associate AD for External Affairs. They should also use discretion to refer problematic issues to the Associate AD for External Affairs as necessary.

9c. Contacts On- and Off-Campus: Purpose and nature of working relationships with on- and off-campus contacts.

The incumbent will have regular contact with the Campus community, students, faculty, staff, donors, volunteers, etc. thus the incumbent must be able to create and maintain working relationships with on and off campus constituents.

10. ADA REQUIREMENTS – MUST BE COMPLETED

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use “X.”

PHYSICAL		MENTAL		ENVIRONMENTAL	
F	Sit	O	Direct others	O	Is exposed to excessive noise
F	Stand	F	Concentrate	N	Is around moving machinery
F	Walk	F	Analyze	N	Is exposed to marked changes

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F	Have mobility	F	Use reason/logic		in temperature and/or humidity
F	Bend	F	Demonstrate recall	N	Is exposed to dust, fumes, gases, radiation, microwave (circle)
O	Climb	F	Make decisions		
O	Reach	F	Works rapidly	O	Drives motorized equipment
O	Kneel	F	Handle multiple tasks/priorities	N	Works in confined quarters
O	Push/Pull	F	Tolerate variety	N	Works in high places
F	Have gross hand coordination	F	Work with others		Other:
F	Have fine hand coordination		Other:		
F	Hear with background noise				
F	Hear the spoken word				
F	Hear over a phone/other device				
F	See to read fine print				
F	See to read bold print				
F	See to accomplish a task				
F	Talk				
F	Communicate				
O	Lift: 25 lbs. max				
O	Carry: 25 lbs. max				
O	Operate equipment				
F	Perform keyboard entry				
	Other:				

11. FOR INFORMATION TECHNOLOGY POSITIONS ONLY

PROJECT COORDINATION/LEAD RESPONSIBILITIES

Describe on-going project coordination and/or lead responsibilities, if any, including the number and type of positions for which lead direction is provided. Any projects or accountabilities of a temporary nature must include duration of assignment.

TECHNOLOGY USAGE

Please list the type of computer and/or technology systems used by this position to perform the work, as well as the associated operating systems, software, and applications used.

Hardware Type	Software Applications Used