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| Employee Name: | |  | | Fresno State ID # |  |
| Classification: | | Admin II – U129 | | Working Title: | Senior Director of Development, Executive Director of Ag One Foundation |
| Prepared By (MPP/Chair): | | Brady Crook | | Department: | Development, University Advancement |
| Bargaining Unit: | M80 | FLSA Status: | Exempt | Date Prepared: | 7/2024 |

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| **POSITION DESCRIPTION** |

**Organizational Description:**

University Advancement’s (UA) mission is to inspire and increase engagement and philanthropy for Fresno State by putting alumni, friends, and the philanthropic partner at the center of what University Advancement does, thereby focusing on the individual being the hero of their own story. UA fosters pride and connections that result in engagement and giving for Fresno State. The division works with alumni, friends, and external stakeholders to broaden the resources available to the University, thereby strengthening the impact of higher education to prepare the next generation of leaders and to elevate our beloved San Joaquin Valley, the state, and beyond. Providing engagement opportunities is a primary role of the division, with every interaction focused on increasing interaction to Fresno State and its mission. UA ensures that a strong brand inspires and deepens the University’s bond with the public it serves. As such, it advances communications that uplift the image and reputation of the University and supports the University’s strategic plan.

**Position Overview:**

This position is a member of the University Advancement division and reports to the Associate Vice President for Development and Comprehensive Campaigns and works in partnership with the dean of the Jordan College of Agricultural Sciences and Technology.  The incumbent is responsible for managing and facilitating Jordan College efforts in fundraising. The Senior Director of Development is responsible for identifying, cultivating, and soliciting major and principal gifts from individuals, corporations and foundations. In partnership with the Dean, they will plan and implement development and campaign strategies on behalf of Jordan College, including providing staff support to one or more volunteer groups. The Senior Director is expected to serve as a top performer and leader within the University Advancement division. Leads a team of a Director of Development, bookkeeping specialist, and program specialist.

This position also serves as the Executive Director of Ag One Foundation. This role manages and administers the activities and affairs of the Corporation under the direction of the University President, or his designee and the Board.

**Major duties of the job include:**

* Participate as a member of Jordan College leadership team, attend regular meetings with the Dean to coordinate fundraising strategies to achieve the unit’s annual and campaign fundraising goals.
* Liaison to Campus Units: Frequently interacts with the Vice President for University Advancement, AVP for Development and Comprehensive Campaigns, 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 and principal gift prospects.
* Prospect Qualification: Frequently meets with prospects to qualify their capacity and propensity for major and principal giving.
* Prospect Cultivation: Frequently plans and implements strategies to move prospects toward a major or principal gift decision.
* Prospect Solicitation: Frequently develops and presents major and principal gift proposals to prospects to meet or exceed annual goals, with a focus on gifts of $250,000 or more.
* Manages a portfolio and builds and implements strategy focused on $250,000+ solicitations.
* Principal Gifts: Regularly works with senior administrators to develop prospect strategies and proposals for gifts greater than $1,000,000.
* Philanthropic Partner 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 the Jordan College.
* Annual Fundraising: Occasionally assists in strategy and coordination of unit-based annual gift solicitations and special campaigns, interfaces often with Annual Giving office on strategies and scripts for solicitation.
* Provide vision and strategy for and lead the Jordan College Advancement team.

**As Executive Director of Ag One Foundation:**

* Assist the President of Ag One Foundation and support other officer related responsibilities and duties as defined and needed.
* Motivate members, Directors, and volunteers of Ag One Foundation in fund raising activities, including emphasis on regional activities, expanding membership, and alumni philanthropic partner participation.
* Participate in and be responsible for Ag One Foundation’s public relations with the agricultural and technical communities and the community at large.
* Responsible for the day-to-day communications and interactions with California State University, Fresno's officials and personnel; Jordan College; the Agricultural Foundation; and other individuals and organizations on behalf of Ag One Foundation.
* Responsible for ensuring that Ag One Foundation follows Fresno State’s policies and procedures, especially related to Advancement Services.
* Provide communication to the members, Board, and committees of Ag One Foundation, including the preparation and distribution of a newsletter.
* Attend Board and Executive meetings of Ag One Foundation and prepare reports on activities, progress, conditions, and any information or situations that may affect interests, purpose, and goals of the Board; or present those reports to the President in the absence of a meeting.
* Prepare and present the annual documentation of Ag One Foundation as per the University MOA.

**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 of the Jordan College as directed by the Associate Vice President for Development and Comprehensive Campaigns.
* Support and/or lead fundraising efforts for mini-campaigns and comprehensive campaigns.

Supervisory Responsibility:

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| Who supervises this position: | Associate Vice President for Development and Comprehensive Campaigns for Senior Director work, Dean of the Jordan College for Executive Director of Ag One Foundation work |
| Who is responsible for completing the performance appraisal: | Associate Vice President for Development and Comprehensive Campaigns |
| What other classifications does this position supervise: | MPP, classified staff |

**Required Qualifications**

**Knowledge, Skills, and Abilities:**

* Knowledge of budgets, institutional planning, and fiscal analysis to make strategic business decisions.
* Knowledge of campaign and fundraising best practices, trends, tools, and technology including applicable guidelines and compliance requirements.
* Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
* Ability to manage and evaluate program operations, systems and information and provide data for review in developing and implementing strategies to enhance processes and meet programmatic goals.
* Organizational and time-management skills with the ability to work under pressure and manage multiple tasks and projects under competing deadlines and maintain flexibility in response to constantly shifting priorities.
* Ability to develop and implement short and long-term plans and initiatives, conduct on-going review and evaluation, and prepare and present reports or information with reliable conclusions and recommendations.
* Collaborate with others to help advance the goals of the department and university.  Show courtesy and respect towards others and promote a positive and service oriented collegial work environment.
* 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 six years of increasingly responsible and successful fundraising experience, preferably in higher education.
* Experience in successfully raising multiple seven figure gifts.
* Demonstrated track record in working with individuals and groups, ability to work as a member of a team.
* Exposure to management, including budgetary responsibilities.
* Experience with a nonprofit organization.
* Experience with comprehensive campaigns and/or specific experience in major and principal gift solicitation, corporate foundation relations or constituent relations.

**Preferred Education, Experience, and Skills:**

* Master's or other advanced degree preferred.
* Experience/background in higher education philanthropy.
* 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 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: | Senior Director of Development, Executive Director of Ag One Foundation |
| Department: | Development, University Advancement | Date Prepared: | 7/2024 |

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

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

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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 |  |  |  |  |  |  | | 1. Inside |  |  |  |  |  |
| 2. Writing |  |  |  |  |  |  | | 2. Outside |  |  |  |  |  |
| 3. Using math/calculations |  |  |  |  |  |  | | 3. Humid |  |  |  |  |  |
| 4. Talking |  |  |  |  |  |  | | 4. Hazards |  |  |  |  |  |
| 5. Working at various tempos |  |  |  |  |  |  | | 5. High places |  |  |  |  |  |
| 6. Concentrating amid distractions |  |  |  |  |  |  | | 6. Hot |  |  |  |  |  |
| 7. Remembering names |  |  |  |  |  |  | | 7. Cold |  |  |  |  |  |
| 8. Remembering details |  |  |  |  |  |  | | 8. Dry |  |  |  |  |  |
| 9. Making decisions |  |  |  |  |  |  | | 9. Wet |  |  |  |  |  |
| 10. Working rapidly |  |  |  |  |  |  | | 10. Change of temp |  |  |  |  |  |
| 11. Examining/observing details |  |  |  |  |  |  | | 11. Dirty |  |  |  |  |  |
| 12. Discriminating colors |  |  |  |  |  |  | | 12. Dusty |  |  |  |  |  |
|  |  |  |  |  |  |  | | 13. Odors |  |  |  |  |  |
|  |  |  |  |  |  |  | | 14. Noisy |  |  |  |  |  |
|  |  |  |  |  |  |  | | 15. Working With others |  |  |  |  |  |
|  |  |  |  |  |  |  | | 16. Working around others |  |  |  |  |  |
|  |  |  |  |  |  |  | | 17. Working alone |  |  |  |  |  |