



Director of Development, College of Business and Economics

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Work type: Management (MPP)

Location: Fullerton

Categories: MPP, Administrative, At-Will, Full Time

Can Apply at: <https://hr.fullerton.edu/careers/>

Job Title	Director of Development, College of Business and Economics
Classification	Administrator II
AutoReqId	544935
Department	College and Program Development
Division	Vice President, University Advancement
Salary Range	Classification Range \$5,053 - \$16,221 per month (Hiring range depending on qualifications, not anticipated to exceed \$8,200 - \$8,626 per month)
Appointment Type	At Will
Time Base	Full Time
Work Schedule	Monday – Friday, 8:00 AM – 5:00 PM; Occasional early morning, evening and/or weekend hours.
About CSUF	Standing on 241 acres in the heart of Southern California, the University was founded in 1957 and has grown into a population of over 40,000 students. As Titans, we believe that diverse perspectives deepen our understanding. We are committed to giving students the support they need to graduate, while responding to California's revolving work force needs. At Cal State Fullerton we strive for continual improvement of students, staff, faculty, and administrators through orientations, training programs, and professional development opportunities. As part of the Titan Community, you have access to many campus facilities and services including but not limited to the Grand Central Art Center in Santa Ana, the Arboretum and Botanical Garden at Cal State Fullerton, cultural events and performances in the Clayes Performing Arts Center, Cal State Fullerton Athletics sports events, Titan Recreation Center, and the Employee Wellness Program.
Job Summary	It is an exciting time to join Cal State Fullerton as we are an in demand comprehensive University that is driven to shape the future of education and foster a vibrant community of diverse students, faculty, staff, and administrators who uphold values of inclusive excellence, free speech, and an environment free from discrimination. We are continuously seeking individuals from

	<p>various career disciplines that share the University's mission and core values. We warmly welcome you to consider joining the Titan Community where minds expand and opportunities flourish.</p> <p>About the Position:</p> <p>College and Program Development generates financial support for Cal State Fullerton, benefiting each of the eight colleges, Student Affairs, Titan Athletics, the Arboretum and Botanical Garden at Cal State Fullerton, and the Pollak Library. We seek an exceptional individual to join our team as the Director of Development, College of Business and Economics (Administrator II). The ideal candidate in this role should have a positive attitude, an active, energetic mind, and a leadership style that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.</p> <p>The Director of Development for the College of Business and Economics works under the direction of the Senior Director of Development for the College of Business and Economics to support fundraising activities that are consistent with the priorities of the Vice President for University Advancement, Associate Vice President for College and Program Development, as well as the Dean of the College. Identification, cultivation, solicitation, and stewardship of major gift prospects and donors, including corporate and foundation leaders, supporters, alumni, parents, faculty, and emeritus. The Director of Development will focus on key components of individual and corporate giving, including membership development, strategic fundraising plans, and prospect management responsibilities. Assists the Senior Director with all aspects of the donor life cycle – qualification, cultivation, solicitation, and stewardship while also providing counsel and expertise to center directors and board members. Plays a critical role in supporting the fundraising goals and strategies for the centers of excellence. Partners with corporate and foundation relations specialists to complete corporate, foundation, and government grant proposals. Performs gift processing procedures through the Cal State Fullerton Philanthropic Foundation. Other duties as assigned.</p>
Diversity Statement	<p>A Diversity Statement is required below, please be sure to address the following as a minimum. Please add additional information as you see necessary and applicable:</p> <ul style="list-style-type: none"> • What diversity means to you.

	<ul style="list-style-type: none"> • A description of your experiences with a diverse range of individuals. • A description of how issues of diversity have impacted you personally or professionally.
Essential Qualifications	<p>Bachelor's degree from an accredited four-year college or university in a related field. A minimum of 3-5 years of experience working as a fundraising officer in higher education. Familiarity with University structures and departments within a College of Business. Ability to solicit and secure gifts of a minimum of \$25,000. Ability to understand the culture of a university. Ability to work with teams of faculty, staff, students, and volunteers. Ability to coordinate small events for cultivation. Ability to create a strategic approach to development with assessment built in to determine progress and success. Proficiency in the use of general office equipment and windows-based software as well as experience with donor databases.</p> <p>A background check (including a criminal records check) must be completed satisfactorily and is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to complete the background check satisfactorily may affect the continued employment of a current CSU employee who was conditionally offered the position.</p>
Preferred Qualifications	<p>Experience working as a fundraising officer in higher education. Familiarity with University structures and departments within a College of Business.</p>
License/Certifications	<p>A valid California driver's license.</p>
Special Working Conditions	<p>Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator</p> <p>Must be able to perform duties outdoors in various conditions as events are held both indoors and outdoors. Must be able to work at the annual commencement ceremonies. Must be able to travel to off campus locations for events, programs, meetings and other activities.</p>
Additional Information	<p>California State University, Fullerton celebrates all forms of diversity and is deeply committed to fostering an inclusive environment where students, staff, administrators, and faculty thrive. Individuals interested in advancing the University's strategic diversity goals are strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.</p>

As of January 1, 2022, the [CSU Out-of-State Employment Policy](#) prohibits the hiring of employees to perform CSU-related work outside the state of California.

The scope of responsibilities for this position includes the making or participating in the making of decisions that may have a material financial benefit on the incumbent. Therefore, you will be required to file an initial “Conflict of Interest Form 700: Statement of Economic Interests” within thirty (30) days from date of hire and on an annual basis; and complete the CSU sponsored ethics on-line training within thirty (30) days of appointment, and at least once during each consecutive period of two calendar years following the appointment.

The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and must comply with the requirement outlined in CSU Executive Order 1083, revised July 21, 2017.

This position is designated as a Campus Security Authority (CSA) position under the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. CSAs are responsible for reporting allegations of Clery Act Crimes reported to them or that they witness. CSA training is required.

Multiple positions may be hired from this recruitment based on the strength of the applicant pool.

If you are applying for a staff position, please note that you are not eligible to work concurrently in a staff position and an Academic Student position such as a Graduate Assistant, Teaching Associate, Instructional Student Assistant, or Student Assistant position.

Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.

Employee/applicant who applies for a position may be required to successfully complete job-related performance test(s) as part of the selection process.

Online application/resume must be received by electronic submission on the final filing date by 9:00 PM (Pacific Standard Time)/midnight (Eastern Standard Time). Applicants who fail to

complete all sections of the online application form will be disqualified from consideration.

California State University, Fullerton is not a sponsoring agency for staff or management positions (i.e., H1-B Visas).

Advertised: Dec 19, 2024 (7:00 AM) Pacific Standard Time

Applications close: Jan 09, 2025 (9:00 PM) Pacific Standard Time