



HUMAN RESOURCES MANAGEMENT

Job No: 517851

MAJOR GIFT OFFICER

California State University, Los Angeles, invites applications for the above Administrator II position.

To learn more and apply, please go to the Cal State LA Employment Opportunities page [here](#).

The University: California State University, Los Angeles (Cal State LA) is one of 23 campuses within the California State University system. The University is the premier comprehensive public university in the heart of Los Angeles. We offer nationally recognized programs and our faculty have a strong commitment to scholarship, research, creative pursuits, and service.

As a federally recognized Hispanic-serving (HSI) and Asian-American, Native American, and Pacific Islander-serving institution (AANAPISI), Cal State LA recognizes the transformative power of education and embraces its duty to identify and serve the needs of all of its students. The University is committed to creating a community in which a diverse population of students, faculty, and staff can thrive.

The Position: The Major Gift Officer is responsible for a major gift portfolio of 100-125 individuals. The successful candidate must be a results-driven and highly motivated fundraiser with a proven track record of fundraising success with five, six, and preferably seven figure philanthropic gifts. The individual must also possess the enthusiasm, expertise, and experience to collaborate efforts with the offices of Annual Giving, Corporate & Foundation Relations, and Planned Giving. The incumbent will: identify, cultivate, and solicit individuals for the support of college and University programs and services; conduct appropriate donor recognition and stewardship activities in collaboration with the executive director of stewardship; prepare written fundraising materials and proposals for presentation to potential donors; prepare and implement an annual development plan which encompasses fundraising goals and priorities; prepare periodic reports; be a self-initiator of projects; work with volunteers; and utilize a computerized database system to manage prospects, donor contacts, and gifts in accordance with the University Advancement office requirements, and Development Policies and Procedures.

Required Qualifications & Experience: Bachelor's degree from an accredited four-year college or university. Five years of experience in front line fundraising, with proven track record of success. Successful candidate should have working knowledge of computer systems such as Microsoft Office (Outlook, Word, Excel, and Access, and fundraising software, such as Raisers Edge) and possess integrity, work ethic, and respect for confidentiality. Incumbent must have strong interpersonal, strategic thinking, communication

and writing skills and the ability to interact with all levels of the organization. The incumbent must have a demonstrated interest and/or ability in working in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who may apply for the position.

California State University, Los Angeles, as part of the CSU system, is a State of California Employer. As such, the University requires all employees upon date of hire to reside in the State of California.

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.

Desired Qualifications: Master's degree from an accredited college or university. Experience with fundraising during a comprehensive campaign.

Compensation: Salary is commensurate with experience and qualifications. Salary range is \$4,583 - \$14,713/monthly. A comprehensive benefits package is provided.

Appointment: The Administrator II appointment will be made under the guidelines for management and supervisory employees of the California State University. All rights and benefits associated with this appointment are governed by the Management Personnel Plan.

This position is a "designated position" in the California State University'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.

Closing Date: Review of applications will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed online Cal State LA employment application is required. Resumes will not be accepted in lieu of a completed application.

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 revised July 21, 2017, as a condition of employment.

In addition to meeting fully its obligations under federal and state law, California State University, Los Angeles is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual. To that end, all qualified individuals will receive equal consideration without regard to economic status, race, ethnicity, color, religion, disability, national origin or cultural background, political views, sex or sexual orientation, gender, or other personal characteristics or beliefs.

Candidates must demonstrate ability and/or interest in working in a multicultural/multiethnic environment. Certain positions require fingerprinting. The University actively encourages qualified minorities, women and persons with a disability to apply. Upon request, reasonable accommodation will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job functions when this does not cause an undue hardship. We are an Equal Opportunity/Title IX Employer.

To obtain employment information for the impaired call:

TDD Line (323) 343-3670

24-hour Dial-A-Job Line (323) 343-3678