Administrator II

RESPONSIBILITIES & DUTIES:

Develops and implements fundraising strategies for a portfolio of institutional prospects and donors and manages multi-unit opportunities directly. Manages the solicitation process, from identification and staffing the appropriate solicitation, to the preparation of compelling proposals (oral and written), to the long-term maintenance of effective relationships with funders.

95% Works to identify, cultivate, solicit and steward institutional gifts from corporations and private foundations; provides leadership and coordination to colleges, departments and works effectively with university leaders and volunteers, development colleagues to match University initiatives with corporations and private foundation philanthropic agendas. Establish intentional partnerships with corporate and private foundations reflective of campus values of equity, justice, and inclusivity.

Develop and manage a portfolio of corporate and private foundation prospects, to prepare for and implement solicitation strategies and to assure fulfillment of stewardship and reporting requirements. Analyze, interpret, summarize and synthesize information from a diverse range of fields-arts and humanities, natural and behavioral sciences, business, education, nursing and health, library, extended education, President's priorities and additional priorities. Build strong relationships with faculty to enhance the number and quality of proposals submitted and manage the proposal process.

Coordinate with Sponsored Research on approaches to grant-making institutions. Plan and implement strategies to generate grant funds including identifying, researching, cultivating, soliciting, and processing grant applications through private/corporate foundations.
Coordinate site visits and campus tours for corporate and private foundation representatives. Prepare and provide appropriate briefing materials to CSUCI leadership when appropriate. Establish corporate and foundation engagement strategy including assessment. Develop and ensure implementation of annual strategic plan that identifies prospects and frames funding priorities appropriate for corporate and private foundations for the fiscal year. Provide regular communication to representatives in university administration, deans, unit directors, and management about progress made in moving prospects toward gift closure. Prepare monthly reports for distribution which highlight solicitation progress. Make visits with selected corporate and private foundation leaders and university officials as appropriate.

Provide depth to the organization in advancing multi-disciplinary agendas. Prepare summary documents for review and engaging the discussions regarding new initiatives. In consultation with the Associate Vice President for University Development, establish appropriate standards of performance and set annual goals for corporate and foundation relations. Coordinate or provide training opportunities to augment skill levels, where necessary. Ensure that Corporate and Foundation Relations is viewed as a service-oriented unit of University Development, providing an excellent work product. Work collaboratively with development writers as needed.

5% Perform other related duties incidental to the work described herein.

REQUIREMENTS OF POSITION:

Take an active role in helping to embed the values of diversity, equity, and inclusion in all aspects of University work, in every division, and participate at least once annually in professional and/or leadership development opportunities that will contribute to campus efforts to advance racial and social justice in and through education at CSUCI and beyond.

Graduation from a four-year college/university or commensurate qualifying experience.

Preferred Education: Certificate programs or additional seminars in fundraising techniques and skills.
Experience: Three to five years of professional fundraising experience.

Preferred Experience: Experience in higher education fundraising; public speaking skills/experience; knowledge of Excel and/or Access software and database management.

Experience with and knowledge of foundation, individual and corporate giving; proven success in fundraising or sales-related proposal writing - including correct English grammar, spelling and punctuation; understanding of cultivation and solicitation process; strong interpersonal and communication skills; knowledge of office procedures and records management as it pertains to prospect development; ability to work independently, to be flexible, and to work as a positive team member.

Experience in the presentation of a variety of financial tools for donors and prospects; demonstrated success with all phases of either a "major gift" or equivalent experience, understanding of various prospect management software systems; experience in higher education.

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 apply for the position.

**This position is eligible to participate in the telecommute program. Approval should come from the department administrator and reviewed every six months, as the business needs may change any given time.**

** Review of applications will begin 9/8/2022 **

Hiring Range: $7,200 - $7,782 per month

**Advertised:** August 03, 2022 (9:00 AM) Pacific Daylight Time

**Applications close:** Open Until Filled