

Assistant Vice President of Operations, University Advancement

Cal Poly Pomona is among the best public universities in the West and is nationally ranked for helping students achieve economic success. As an inclusive polytechnic university, we cultivate success through experiential learning, discovery, and innovation. The University Advancement Division is one of five central divisions of the University. Its primary purpose is to secure private financial support and build awareness of the mission of the University. By partnering with alumni and donors, the University Advancement Division secures philanthropic support for the benefit of Cal Poly Pomona students and the community. We foster inclusive excellence, and with core institutional values of diversity and inclusivity, we work with the campus community to ensure that those values are deeply embedded in every aspect of our community.

About the Position

The Assistant Vice President of Operations (AVPO) will report directly to the Vice President for University Advancement (VPUA) and will oversee and serve as trusted and senior staff support to the VPUA in addressing high-level issues, policies, and strategic planning. The AVPO addresses issues and works across divisions, community and alumni constituencies, and members of the Cal Poly Pomona Philanthropic Foundation (CPP-PF). In addressing these issues, the AVPO must evaluate and carefully consider each constituent's interest and develop a plan that best meets the University's objectives.

Duties and Responsibilities:

- Manage the Vice President's staff, including the division budget analyst, advancement operations coordinator, director of donor relations and stewardship, and executive director of advancement services, and oversee the advancement services department.
- Serve as senior staff support to the VPUA in addressing high-level issues, policies, and situations. Develop action plans to resolve situations that involve cross-division issues, academic colleges, university board volunteers, and auxiliaries
- Analyzes high-level issues and advises the VPUA on immediate, short-term, and long-term strategies; problem solves; raises issues; and evaluates complex subjects by integrating knowledge of the VPUA's goals and management style, campus unit operations, and CSU policies and procedures.
- Responsible for overseeing all functions related to various incoming and outgoing communications, on behalf of the VPUA, to specific senior management team members.
- Provides leadership in the planning, implementation, and evaluation of the annual calendar of committee meetings and event celebrations for the Cal Poly Pomona Philanthropic Foundation (CPP-PF).
- Responsible for reconciling the CPP-PF committees' vision, mission, and strategic plan goals to ensure that the individual goals are congruent with the University Strategic Plan.
- Develop and implement administrative systems and operational protocols for developing and maintaining an office unit designed with a commitment to the ideals and values of high efficiency, customer-service-driven operation.
- Financial responsibilities include developing, implementing, and maintaining appropriate financial control and managing resources related to business operations.

Key Qualifications

- Bachelor's Degree from an accredited university.
- Five years of progressively responsible experience in university advancement management addressing high-level issues, policies, strategic planning, and analytics.
- Ability to be an effective team builder and maintain positive work relationships, on and off campus, with a population of diverse and ethnic cultural backgrounds.
- Possess effective interpersonal and communication skills to motivate and inspire staff, volunteers, donors, and others to achieve their maximum potential.
- Must be able to implement and provide oversight of major gifts and stewardship of the same.
- Must demonstrate accepted business and professional etiquette in all dealings with a diverse population of constituents and colleagues, reflecting the highest standards of professional integrity, work ethics, and conduct.
- Ability to evaluate and carefully consider each constituent's interest and develop a plan that best meets the University's objectives.

Preferred Qualifications

- A Master's Degree from an accredited university
- Five to eight years of management or supervisory experience and project management experience

Salary and Benefits

- Anticipated hiring range: \$158,000 annually
- An array of health plans, dental, and vision
- CalPERS Retirement Plan
- Educational benefits
- Up to 24 vacation days per year (based on employee group and/or service)
- 14 paid holidays per year
- 12 sick days per year, with unlimited accrual

For the full job description, check out our job posting at www.cpp.edu/jobs under Staff/Management Openings!

Affirmative Action/ Equal Opportunity Employer

Cal Poly Pomona is an Equal Opportunity, Affirmative Action Employer. The University subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, and medical condition, and covered veteran status.