Development Associate

Job No: 518099

Work Type: Staff

Location: Long Beach

Categories: Unit 9 - CSUEU - Technical Support Services, Fundraising & Alumni Relations, Temporary, Full Time

Job Summary
The Development Associate will maintain a portfolio of prospects, directly soliciting gifts to support the CNSM, create relationships with college alumni, corporations, foundations, volunteers, and external constituents, steward CNSM donors, and provide administrative assistance and support at alumni, donor and prospect events. This position will coordinate with the CNSM scholarship liaison on the scholarship process and donor relations, write relevant materials in support of fundraising initiatives, and manage the planning and administration of development events in support of college departments and programs. The Development Associate will manage and supervise student assistant(s). The Development Associate will support the University’s strong commitment to the academic success of all of our students, including students of color, students with disabilities, first-generation students, and veterans students.

Key Responsibilities

• Under the direction of the Sr. Director of Development, this position will maintain a portfolio of donor prospects and solicit annual leadership and major gifts up to $100,000. This position will raise $100,000+ per year.
• Project and administrative support, including but not limited to, basic clerical functions, coordination of events, projects and stewardship activities, and prospect research.
• Work with the Financial Aid and Scholarship Office, the CNSM scholarship team, and its departments to coordinate the donor relations portion of the scholarship process.
• Assists the Sr. Director of Development in writing, designing, and producing donor centric solicitation letters, letters of gratitude, contact reports, proposals, impact reports, newsletters, publications and other relevant materials in support of fundraising initiatives.

Knowledge Skills and Abilities
Strong organizational skills and meticulous attention to detail. Handles tasks with grace and committed to providing quality customer service. Strong written and verbal communication skills. Strong work ethic and professionalism complimented by a positive attitude, openness, flexibility, and integrity. Understanding and commitment to diversity, equity, inclusion, and access practices. Ability to solicit a donation both verbally and in writing via email and/or letter. Ability to make cold calls to various prospects and constituents. Ability to travel locally to meet with prospective donors. Ability to establish
and maintain good working relationships with a variety of people—volunteers, prospects, donors, faculty, staff, students, and vendors.

Ability to be discrete in handling confidential information. Ability to perform clerical work involving sound judgment, accuracy, and efficiency. Ability to establish and maintain collaborative working relationships with program staff, academic departments, the Vice President's office, and a variety of offices and individuals on and off campus. Working knowledge of Windows, Word, Excel, databases, e-mail, webpages, online graphic design tools, and social media.

Ability to communicate with an ethnically and culturally diverse campus community. Ability to follow all university policies, procedures, and guidelines including but not limited to safety, civility, information security, and non-discrimination policies and procedures. Ability to contribute to a positive university experience for each and every student, and assist in achieving the university's commitment to a "vision of excellence."

**Education and Experience**

- Equivalent to a bachelor's degree in a related field and two years of related experience required.
- Higher Education and fundraising experience preferred.

**Licenses / Certificates**
Valid California driver's license required

**Department**
URD - College Development (CNSM)

**Classification**
Administrative Analyst/Specialist - Nonexempt

**Compensation**
The salary range for this classification is $3,288 to $6,347 per month.

**Benefits**
Excellent benefits through CalPERS (health, vision, dental), tuition fee waiver, generous vacation and sick leave, and 14 paid holidays each year.

**Time Base**
Full-time temporary position for one year with no permanent status granted. Temporary assignments may expire prior to the ending date.

**Application Procedures**
Click Apply Now to complete the CSULB Online Employment Application.

**Additional Information**
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 satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

Due to the nature of this position, current CSULB employees are subject to a criminal record check unless they have successfully completed a criminal background check through CSULB within the past 12 months.

California State University Long Beach expects respectful, professional behavior from its employees in all situations. Acts of harassment or abusive conduct are prohibited. Demonstrated appropriate professional behavior, treating others with civility and respect, and refusing to tolerate abusive conduct is expected of all employees.

**Equal Employment Statement**

California State University Long Beach is an Affirmative Action/Equal Opportunity Employer that is strongly committed to promoting diversity in all areas of the campus community. We consider qualified applicants for employment without regard to age, physical or mental disability, gender or sex, genetic information, gender identity, gender expression, marital status, medical condition, nationality, race or ethnicity, religion or religious creed, sexual orientation, and veteran or military status.

To view the University’s Annual Campus Crime Report go to: http://daf.csulb.edu/offices/ppfm/police/statistics/index.html. Copies of the report are available upon request. To request a copy, contact the University Police Department at (562) 985-4101.

**CSU Vaccination Policy**

The CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement as a condition of employment. The system wide policy can be found at https://calstate.policystat.com/policy/9779821/latest/ and questions may be sent to COVID19-Staff-Info@csulb.edu.

**Out of State Employment Policy**

California State University, Long Beach, 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 https://calstate.policystat.com/policy/10899725/latest/ prohibits the hiring of employees to perform CSU-related work outside the state of California.
Application Closes: Sep 02, 2022 (11:55 PM)

To apply, visit https://apptrkr.com/3358811

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