Director of Advancement Operations

Job no: 517535  
Work type: Management (MPP)  
Location: Channel Islands  
Categories: MPP, Administrative, At-Will, Full Time

University Advancement

Administrator II

RESPONSIBILITIES & DUTIES:

Oversees and ensures effective and efficient support of the fundraising, career development and alumni, events, and marketing and communication teams. Facilitates gifts made to the CSUCI Foundation, including transactions passing through the Foundation to the campus such as philanthropic grants. Ensures the quality and security of the data found within the advancement database (creating a system for refreshing data and keeping information current), and working with the Associate Vice President for Development and the Vice President for Advancement to create, implement, and update Advancement policies and procedures. Ensures that Advancement Operations are in accordance with Advancement, systemwide, and CSU Channel Islands policies, as well as state and federal laws, IRS regulations, and CASE standards. Works with the Vice President, Associate Vice President, and the Advancement team to create Advancement operational procedures to maximize efficiencies and effectiveness. Creates and implements effective and efficient processes that support on-going work associated with donor stewardship, prospect moves management, data update systems the advancement database, donor research, and evaluation of fundraising and alumni programs. Works with the Director of Advancement Budget & Planning to ensure that gift processing is effective and efficient, that gift agreement terms are being upheld, and that grant and donor reports are submitted on time. Works with the Associate Vice President to create and implement benchmarking metrics and regular evaluation of Advancement, Alumni, and Fundraising Programs. Coordinates, produces, and ensures that reports required by the Chancellor’s Office are accurate and submitted on time. Other duties as assigned.
REQUIREMENTS OF POSITION:

Bachelor's degree and a minimum of five years relevant experience and/or training, or equivalent combination of education and experience in development services, functions, and office management experience. Three years’ experience in a fundraising environment managing staff and budgets is required, five years is preferred. Ability to work evenings and weekends as assigned is required.

Advanced computer skills with MS Office Suite. Excellent skills in advancement database applications, preferably Raiser's Edge, including work at the strategic systems level. Ability to work with a variety of peers and supervisors. Ability to work effectively independently and as a team leader to train, inspire and motivate subordinates. Excellent attention to detail and ability to meet deadlines. Ability to manage multiple complex tasks and/or projects simultaneously while addressing the needs of the office. Ability to maintain composure under pressure. Highly organized, self-starter with good interpersonal, problem-solving, and analytical skills. Ability to anticipate needs, see opportunities and use good judgement in dealing with confidential information. Ability to analyze and review operational procedures, identify problem areas, and optimize performance through procedural changes. Excellent written, oral, and interpersonal communications skills. Proficiency in communicating effectively, including an ability to write and speak clearly. Knowledge of fundraising principles and practice. Knowledge of database administration and prospect research. Knowledge of the basic accounting, IRS, and CASE regulations for receiving gifts. Support and understand the moves management process: identification, qualification, cultivation, solicitation, and stewardship. High energy level, self-motivated, and self-directed to design and complete complex projects. Demonstration of integrity, positive attitude, diplomacy, tact, courtesy, and a sense of humor.

The position involves working some evenings and weekends and the candidate must have a valid driver's license and be able to travel to meet with volunteers and donors on evenings and weekends if needed.

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.

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.

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.

Hiring Range: $7,500 - $8,485 per month

**Advertised:** August 16, 2022 (9:00 AM) Pacific Daylight Time
**Applications close:** Open Until Filled