

## Position Flyer (Staff)



# Employment Opportunities

### Posting Details

Requisition Number	102091
Job Posting Title	Administrator II
Working Title	Director of Major Gifts
Department	CENG-College of Engineering
College / Division	CENG-College of Engineering

\*\*\*THIS POSITION IS OPEN UNTIL FILLED\*\*\*

#### Position Description

The College of Engineering ("College") is the largest of Cal Poly's seven colleges with eight academic departments and one academic program that offer 13 Bachelor of Science degrees, nine Masters of Science degrees, and six blended/joint BS and MS degree programs. The College currently educates over 5,000 undergraduate and graduate students and admission is extremely competitive. The College is recognized as one of the premier undergraduate engineering programs in the nation and for its hands-on project and design-based learning environment. The College operates under the leadership of the Dean of the College of Engineering (CENG), and a management staff consisting of associate and assistant deans, department chairs, and program directors. The College employs approximately 50 staff and 200 tenured/tenure track faculty and part-time lecturers.

Under the direction of, and in consultation with the Assistant Dean for Advancement in the College of Engineering, the Director of Major Gifts is responsible for providing advancement and fundraising services designed to increase private support for the priorities of CENG. The Director of Major Gifts will help develop and work to achieve short and long-term fundraising goals as part of the overall college plan. In the absence of the Assistant Dean, the Director of Major Gifts is responsible for all aspects of the Advancement Office in ensuring that the goals and objectives of the department are met.

#### Minimum Qualifications

A Bachelor's Degree is required with at least five years of progressively responsible professional experience including a minimum of three years in development or advancement. Demonstrated experience in major gifts fundraising, marketing, planned giving, or other related professional field, preferably in a university setting is required.

- Demonstrated experience and success in major gifts fundraising, marketing, planned giving, or other related professional field, preferably in a university setting. Ability to thrive in an environment of change.
- Strong interpersonal skills and the ability to effectively interact with diverse constituencies, both inside and outside the University, including: donors, faculty, staff and volunteers to ensure fundraising goals and priorities are met.
- Experience in developing relationships with key stakeholders.
- Knowledge of the financial structure of donations, to include cash, gifts-in-kind, stocks and securities.

- Required Specialized Skills
- Knowledge of marketing strategies.
  - Ability to establish an organized system of prospect identification and evaluation involving potential donors.
  - Excellent written and verbal communication skills, including ability to write and speak persuasively about CENG and/or the University. Ability to write concisely and clearly, edit and rewrite materials submitted by others, to revise documents quickly to meet deadlines, and make effective presentations. Ability to produce professional documents that meet high standards for appearance, grammar, spelling, and clarity.
  - Experience working collaboratively in a team environment; volunteer management, ability to plan, implement, and manage multiple projects to meet deadlines with a finished and effective product. Must possess a high level of independent thinking, creativity, self-motivation to response to changing priorities.
  - Demonstrated sound judgment, discretion, tact, and a willingness to take initiative. Ability to represent University in a positive manner on campus and with external constituencies.
  - Exhibit high standards of conduct and confidentiality dealing with various internal and external constituencies.
  - Ability to handle competing priorities in a complex development environment. Exceptional organizational skills, with demonstrated ability to plan, coordinate, prioritize, and effectively execute multiple activities and events, and meet established deadlines.
  - Ability to analyze information and data from a variety of sources and present information and recommend solutions.
  - Must be able to lead, motivate and instill excitement in potential volunteers in order to achieve their involvement.
  - Ability to function smoothly in social situations and to communicate goals and programs in one-on-one or group settings.
  - A broad based knowledge of office computer equipment utilizing standard software including word processing, spreadsheet/database, web browsers, and presentation programs.
- Preferred Qualifications / Skills
- Knowledge of and ability to apply standard theories, practices, principles and techniques related to communications and graphics.
  - Knowledge of fundraising applications, such as SunGard Advance.
  - Master's Degree is preferred.
  - CFRE (Certified Fund Raising Executive) certification.

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The California State University implemented a furlough program for FY 2009/10 to help address the significant reduction in state General Fund support for the CSU. A furlough is a mandated period of time off without pay. Furloughs differ from salary reductions and pay cuts in that they are temporary and do not affect employment status, health benefit eligibility or pay rate for retirement benefits. Continuation of the furlough program beyond June 30, 2010 and the amount of any future salary decrease is unknown at this time. Additional information regarding the Cal Poly furlough program is available on the Human Resources website:  
<http://www.afd.calpoly.edu/HR/furloughs.asp>.

Special Conditions

Retired CalPERS members selected for this vacancy must request and be approved for reinstatement from retirement prior to the start date. Employment of retired CalPERS members will typically be for 90 days or less and must be for work requiring specialized skills or for a bona fide emergency to prevent stoppage of business.

The individual appointed to this position will be asked to file a Statement of Economic Interests and to participate in ethics training, in accord with the Political Reform Act, Government Code Sections 81000, et. seq.

This position classification has been defined as "Exempt" and is not subject to the

overtime provisions of the Fair Labor Standards Act (FLSA).

Possession of (or the ability to obtain by date of hire) a valid California Driver's License.

Must be able to successfully pass a pre-employment background/fingerprint check.

Must be able to work flexible hours, to meet deadlines or to attend on- and off-campus events or meetings.

Must be willing to regularly travel during the week and/or weekends to meet with donors and other potential supporters and to attend out-of-town meetings, special events, and conferences.

Pre-Employment Conditions

Background / Fingerprint

Salary Range

Salary commensurate with background and experience of the individual selected. Cal Poly offers excellent fringe benefits, including health, dental and vision insurance, retirement participation in the Public Employees' Retirement System and educational benefits for eligible employees. All rights associated with the appointment are governed by the Management Personnel Plan adopted by the CSU Board of Trustees.

Pay Basis

Monthly

Pay Plan

12-month

Regular / Temporary

Regular

Full / Part Time

Full-Time

FTE / Time Base

Benefits Eligible

Yes

Ending Date of Temporary Assignments

Close Date

**THE UNIVERSITY AND COMMUNITY**

*Cal Poly is a nationally ranked, four-year, comprehensive public university. Founded in 1901, Cal Poly is part of the California State University system. The university has an enrollment exceeding 17,000 students and employs more than 2,000 faculty and staff members. Cal Poly's 400-acre core campus lies at the edge of San Luis Obispo. To the north, an additional 5,651 acres of campus are devoted to farming, experimental architecture, and other outdoor laboratory study, making Cal Poly's one of the largest campuses in the nation.*

*San Luis Obispo, California, is a city of 44,000 located on the scenic Central Coast, midway between Los Angeles and San Francisco. San Luis Obispo enjoys clear air and a year-round temperate climate. Avila Beach, Pismo Beach, Morro Bay, and Cambria are some of the outstanding nearby resort communities.*

*Cal Poly is strongly committed to achieving excellence through cultural diversity and actively encourages applications of all qualified individuals. Cal Poly hires only individuals lawfully authorized to work in the United States.*

**How to Apply**

*To apply, please visit our employment website and complete an on-line application. Applicants needing computer/internet access may contact Cal Poly Human Resources for information on available resources in your area. Our office hours are: Monday - Friday, 8 AM - 5 PM.*

*Human Resources, Administration Building 110, Cal Poly State University, San Luis Obispo, CA 93407  
Telephone: (805) 756-2236 TTY Line: (805) 756-2237 Job Line: (805) 756-1533  
General Website: [www.calpoly.edu](http://www.calpoly.edu) Employment Website: [www.calpolyjobs.org](http://www.calpolyjobs.org)*