

Associate Vice President for Development (Administrator III)

Job No: 503982

Work Type: Management (MPP)

Location: Sonoma

Categories: MPP, Administrative, At-Will, Full Time

Application Process

This position is open until filled. For full consideration, please submit application, along with cover letter and resume, by 8am on Friday, October 1st.

Please review the position description listed above for full scope of responsibilities and qualifications.

Job Summary

The <https://advancement.sonoma.edu/> is a fast-paced, high energy and collaborative work environment where teamwork and collegiality are essential for success. The successful candidate must be detail-oriented, have a strong service orientation, and possess a can-do attitude toward their work in support of the Advancement Division's overall goals. Every member of the University Advancement team plays an integral role in providing donors with the highest level of stewardship to ensure a positive and fulfilling philanthropic experience.

Reporting to the Vice President for Advancement (VP), the Associate Vice President for Development (AVP) serves as a senior member of the Division of University Advancement and serves as a strategic thought partner with university senior leadership on all aspects of philanthropy in alignment with the University's Strategic Plan 2025. The incumbent is responsible for the Development department in University Advancement and works within a team environment to plan, develop, implement, manage, and evaluate all aspects associated with a comprehensive fundraising program, including major gifts, planned/deferred giving and corporate and foundation relations. The incumbent actively participates in devising strategies and setting goals that achieve institutional objectives; implement a robust system of metrics and accountability measures to motivate staff; direct development staff to meet annual advancement goals and establish long-term, effective relationships to increase community and alumni support by providing them with a deeper understanding of the mission, accomplishments, and goals of Sonoma State; and personally manage a select portfolio of high-level prospects and donors. The incumbent, along with the development officers, maintains communication with deans, department chairs, and faculty to engage their support in the development program. As Sonoma State gears up for a future major multi-year comprehensive campaign, the incumbent educates, mentors, and advises staff, faculty, volunteers, and senior leadership to prepare them for active participation in the campaign. In addition to formal duties, the incumbent must

be a leader and role model for colleagues, staff, and students; and become an active, integral member of the campus, local, and regional communities. In addition, this position supervises staff and student personnel.

Key Qualifications

- 7-10 years of experience in major gifts or fundraising or a similar background, including 5 years of progressively responsible and applicable management and/or supervisory experience, higher education experience preferred;
- Bachelor's degree or equivalent combination of education and experience, advanced degree preferred;
- Ability to provide strong and innovative leadership in developing and implementing a highly productive development program;
- Demonstrated ability to establish objectives, set performance standards and organize, motivate and direct development staff, influential volunteers and advisory groups to achieve goals;
- Demonstrated success in major gift fundraising with individuals, corporate and foundation relations, and planned giving programs; campaign management experience at the senior management level, comprehensive campaigns experience preferred;
- Ability to manage the writing and editing of persuasive materials including grant proposals, information brochures, letters, reports, and presentations;
- Ability to lead diverse teams to support the operational mission and vision by fostering an ethical, inclusive, and collegial work environment;
- Strong proficiency with computer technology and Microsoft software applications, knowledge of CASE gift reporting standards, Google Suite, Raiser's Edge NXT, and PeopleSoft preferred.

Salary and Benefits

Starting salary placement depends on qualifications and experience and will not exceed \$14,584 a month. This position is a member of the Management Personnel Plan and serves at the pleasure of the President.

This position is eligible for a broad range of benefits, including medical, dental, vision, life and disability insurances, retirement (CalPERS), tuition waiver, vacation and sick leave. In addition, 14 paid holidays are offered each year; 13 scheduled on specific days and a Personal Holiday that may be taken any time during the year.

A comprehensive benefits summary for this position is available online by clicking <https://www2.calstate.edu/csu-system/careers/benefits/Documents/employee-benefits-summary.pdf> to be taken to the CSU benefits page.

Supplemental Information

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in

which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

The University is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status. Mandated Reporting: This position may be 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 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current employees who apply for this position.

Sonoma State University is not a sponsoring agency for staff positions (i.e. H-1B visas).

Positions are posted for a minimum of 14 calendar days.

For questions related to the application process, please reach out to Human Resources (hr@sonoma.edu). The ADA Coordinator is also available (hrleaves@sonoma.edu) to assist individuals with disabilities in need of accommodation during the hiring process.

Application Close: Open Until Filled

To apply, visit <https://apptrkr.com/2480474>

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