Claremont Graduate University

DATE:
2018

POSITION TITLE: Associate Vice President of Development

PRIMARY PURPOSE/GENERAL DESCRIPTION:

Claremont Graduate University is seeking candidates for the Associate Vice President of Development for University Advancement. Reporting to the Vice President for University Advancement, he/she will help build and lead a development team responsible for achieving annual fundraising goals in support of campus and school-based initiatives at an important and exciting time as CGU prepares for its centennial in 2025 under the leadership for CGU's new president, Dr. Len Jessup.

The incumbent will also manage a portfolio of major gift prospects and partner with university leadership, including Deans and faculty, to cultivate, solicit and steward prospects. Self-driven, strategic, and goal oriented, the individual considered for this position must conduct him/herself with the highest degree of professionalism, provide excellent customer service to multiple constituencies, and be an inspirational team leader.

ESSENTIAL FUNCTIONS:

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

- Recruit, lead, and partner with the Office of Advancement's development fundraising team, including managing front-line fundraisers, annual giving and stewardship.
- Direct and coordinate the implementation of the various Schools' fundraising priorities and work closely with the University President and Vice President of Advancement on administrating the overall university-wide Advancement fundraising plan with support from and in association with the various Advancement team members.
- As a principal fundraiser for the campus, manage a portfolio of major gift prospects.
- Partner with Deans on creative ways to engage Schools' Board of Visitors/Development Committees by creating opportunities for involvement.
- Identify and engage potential donors at all levels; including individuals, corporations, and foundations personally, in partnership with development team members, and through faculty and alumni.
- Staff and support the Deans in the cultivation, solicitation, and stewardship of major gift donors for their Schools.
- Involve school faculty in the Advancement program; coordinating their activities and directing/focusing their efforts.
- Complete monthly contact reports as requested by the Vice President, attend weekly meetings, and assist fundraising staff in their major gifts efforts.
- Focus efforts on initiating, directing, and implementing strategic plans to meet the university's major gift fundraising objectives.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES: Individual must possess knowledge, skills and abilities to be able to successfully perform the essential functions of the position, or be able to explain or demonstrate how the essential functions will be performed, with or without reasonable accommodation, using some other combination of skills and abilities.

- Must have a proven track record and significant experience in the area of University Advancement and development, specifically the ability to cultivate and solicit significant gifts.
- Experience working on fundraising campaigns, including achieving financial goals that support capital and programmatic initiatives.
- Must have demonstrated experience securing $100k+ major and planned gifts.
- Experience building and managing teams, including setting team and individual financial goals.
- Must demonstrate sound management, leadership, and analytical skills.
- Excellent interpersonal and relationship building skills.
- Excellent written/verbal communications skills.

QUALIFICATION STANDARDS:

EDUCATION: A bachelor's degree is required. Master's is preferred.

EXPERIENCE: Minimum of 10 years' experience working in the educational or non-profit environment in a fundraising capacity. Must have a proven track record and significant experience in fundraising, specifically the ability to identify, cultivate, and solicit significant gifts.

LICENSES / CERTIFICATES: Must possess a valid California driver's license.

OTHER PREFERENCES: None.

UNIFORM REQUIREMENT: None.

OTHER:

HOURS: This is a full-time, 12-month, exempt-level position. Office hours are 8:30 a.m. to 5 p.m.

CLASSIFICATION AND STATUS: Benefits eligible, exempt.

SUPERVISORY RESPONSIBILITY: Yes

REPORTS TO: Vice President for University Advancement

OTHER: The successful candidate will be required to undergo a full background check. Employment is contingent on the satisfactory results of the aforementioned, in addition to compliance with requirements cited in this job description.

This job description defines the essential or fundamental job duties of the employment position. It is assumed that employees hired for this position can

perform the essential functions of this job without imposing risk of substantial harm to the health or safety of themselves or others.

It may also include marginal functions, generally defined within Title I of the Americans with Disabilities Act.

To apply: https://www.cgu.edu/employment-opportunities/staff-jobs/application-instructions/