

Director of Development, Student Affairs

Cal Poly Pomona is among the best public universities in the West and is nationally ranked for helping students achieve economic success. As an inclusive polytechnic university, we cultivate success through experiential learning, discovery, and innovation. The University Advancement Division is one of five central divisions of the University, and its primary purpose is to secure private financial support and build awareness of the mission of the University. By partnering with alumni and donors, the University Advancement Division secure philanthropic support for the benefit of Cal Poly Pomona students and community. We foster inclusive excellence, and along with core institutional values of diversity and inclusivity, we work with the campus community to ensure that those values are deeply embedded in every aspect of our community.

About the Positions

We are hiring for two positions in the Division of University Advancement!

- 1) Director of Development of Student Affairs, which more aligns to Student Success and its programs.
- 2) Director of Development of Student Affairs & Athletics position works closely with the Department of Intercollegiate Athletics.

Both Director of Development of Student Affairs/ Student Affairs & Athletics positions work closely with the Senior Associate Vice President for Development (SAVP) and serve as a professional to cultivate alumni, parents, friends, supporters, employers, foundations corporations, and other constituents for private support.

Duties and Responsibilities:

- Oversee fundraising work with Student Affairs to identify, educate, and develop programs to promote student success.
- Maintain University Advancement and Development Standards and Protocols. Participates in strategic planning, goal setting, event planning, and project status sessions, and will maintain the high standards of campus development procedures and protocols.
- Formulate and execute short-term and long-term strategic plans to include specific and measurable targets regarding definite fundraising goals, while evaluating the efficiency and effectiveness of various development strategies and activities

- Compose documents such as grant applications, case statement, major gift proposals, contact, and technical reports. Ensure that all development-oriented pieces, communications, and events adhere to campus-wide and division graphic and professional standards.
- Undertake off-campus travel to meet, create, and manage appropriate relationships with established and potential supporters, prospects, and donors for specific faculty, administrators, staff, students, and alumnae.
- Adhere to the latest valuation, recording, and reporting guidelines of the Division, campus, CSU system, IRS, and adopted CASE standards.
- Integrate Student Success development efforts with the central Advancement staff, University Advancement Division's database systems, Gift Processing, Annual Fund, and prospect Research offices to consistently ensure and protect the freshness and security of the advancement database and the prioritized assignment of donors and potential donors.

Key Qualifications

- Bachelor's Degree from an accredited university.
- Minimum three (3) to five (5) years of experience as a development professional including cultivation, program planning, solicitation, proven success in goal achievement for operating, and familiarity with success in the complex environment of a public university, higher education, or non-profit.
- Demonstrated success in donor cultivation and solicitation. Ability to generate and secure new sources of revenue, as well as maintain existing donor relations
- Excellent oral and written communication skills including the ability to write and speak persuasively about the university and/or college and the ability to effectively interact with diverse individuals/groups on- and off-campus, including high-profile donors.
- Knowledge of the financial structure of donations, grants, and contracts to include cash, gifts-in-kind, stocks, securities, planned gifts, endowments, and real estate.
- Understanding of development cultivation, solicitation, and stewardship fundamentals with the ability to ask for support on a significant scale.
- Must demonstrate accepted business and professional etiquette in all dealings with constituents and colleagues.
- Valid CA Driver's License with required insurance.

Preferred Qualifications

- A Master's degree from an accredited university
- Demonstrated participation in CASE, NSFRE, and NAADD conferences, workshops, and/or professional, development activities

- Certified Fund-Raising Executive (CFRE) certification
- Demonstrated understanding of the contemporary issues and the operational characteristics of higher education fundraising, engineering, and contemporary athletics

Salary and Benefits

- Anticipated hiring range: \$90,000 - \$95,000 annually
- An array of health plans, dental, and vision
- CalPERS Retirement Plan
- Educational benefits
- Up to 24 vacation days per year (based on employee group and/or service)
- 14 paid holidays per year
- 12 sick days per year, with unlimited accrual

For the full job description, check out our job posting at www.cpp.edu/jobs under Staff/Management Openings!

For questions regarding this position or the benefits of joining Cal Poly Pomona University, please contact John Gungon at: jgungon@cpp.edu.

Affirmative Action/ Equal Opportunity Employer

Cal Poly Pomona is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, and covered veteran status.