

Executive Director, Major Gifts

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. 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 secures philanthropic support for the benefit of Cal Poly Pomona students and the 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 Position

The Executive Director of Major Gifts will report directly to the Senior Associate Vice President for Development (SAVP) and will oversee and manage the fundraising professionals, programs, and aspects of the division, which include the directors of development and major gifts for various colleges and units including CLASS, CEIS/Library/Extended University, Athletics, Science, ENV, and Collins, and implementation of their fundraising efforts.

Duties and Responsibilities:

- Oversees the directors of development and major gifts for various colleges and units, including CLASS, CEIS/Library/Extended University, Athletics, Science, ENV, and Collins, in the strategic planning and implementation of their fundraising efforts. In conjunction with the deans and directors of development, establishes the funding priorities and goals for the fiscal year.
- Serves as liaison to the Deans and SAVP for Development, establishes the funding priorities and goals for the fiscal year. Serves as a liaison to the Dean for University Development to coordinate those college and program fundraising strategies and ensures that these strategies are appropriate to the mission of the college, program, the University, and the dean's objectives.
- Assure the adherence of all university fundraising endeavors to the guidelines, gift policies, structures, and prospect management protocols of University Advancement.
- Meets with the directors of development and major gifts on a regular basis to provide leadership, ensure priorities and goals are being met, share knowledge, and provide guidance to meet goals. Evaluates the performance of each director of development and major gifts annually.
- Meets regularly with the Senior Associate Vice President (SAVP) for Development, the Provost, Deans, and fundraising staff to review prospects and develop strategies for major gift cultivation, solicitation, and stewardship.
- Under the general supervision of the SAVP for Development, the Executive Director for Major Gifts is responsible for the development, implementation, and evaluation of a comprehensive fundraising program from private resources for various colleges and units at Cal Poly Pomona.
- Maintains and constantly works to enhance an individual major gift prospect pool and actively cultivates and solicits some of these prospects for significant gifts to the University by presenting the goals and objectives of the funding needs in a manner that effectively informs

and persuades others. Coordinates with the university prospect management system to assure effective coordination with fundraising professionals soliciting and cultivating support for the various schools and programs of the University.

Key Qualifications

- Bachelor's Degree from an accredited university.
- Five years of professional experience as a seasoned performance-driven senior development officer of higher education or nonprofit institution, including major gifts, planned giving, and capital campaigns.
- *Minimum (5) five years management or supervisory experience with major gifts and six-figures plus program with performance-driven metrics and accountability.*
- Demonstrated ability to be an effective team builder and ability to maintain positive work relationships, on- and off-campus with a diverse population of individuals from different ethnic and cultural backgrounds, and will support and contribute to diversity and opportunity in higher education
- Must show demonstrated ability and success in major gift fundraising and donor cultivation, experience with successful gift solicitation to individuals and corporations, and management of performance metrics and data-driven decision making.
- Must be able to demonstrate creativity and leadership in strategic planning, including prioritization based on the return of investment (ROI), with the ability to implement and provide oversight of ongoing development efforts at the college level, including deans and college leadership
- Requires a creative, dynamic, strategic planner with the ability to implement and provide oversight of major gifts and stewardship.

Preferred Qualifications

- A Master's Degree from an accredited university
- Five to eight years of management or supervisory experience with a major gift program with performance-driven metrics and accountability
- Certified Fund-Raising Executive (CFRE) certification
- Demonstrated understanding of the contemporary issues and the operational characteristics of higher education fundraising

Salary and Benefits

- Anticipated hiring range: \$132,000 - \$142,000 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 me at: jjungon@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.