Development Associate

Job no: 515498
Work type: Staff
Location: Long Beach
Categories: Unit 9 - CSUEU - Technical Support Services, Administrative, Temporary, Full Time

Job Summary
Under the direction of the Senior Director of Development for the College of Engineering (COE), this position serves as the development associate for the COE. The Development Associate will build upon and maintain a portfolio of prospects, directly soliciting gifts to support the COE, create relationships with college alumni, prospects, donors, and external community members, steward the COE donors, and provide project management, assistance and support at alumni, donor, and prospect events.

Key Responsibilities
• Under the direction of the Senior Director of Development, build upon and maintain a portfolio of donor prospects and solicit gifts up to $25,000.
• Project support, including but not limited to, project coordination, prospect research, and donor cultivation.
• Coordinate cultivation and stewardship activities and board committee activities related to funding development

Knowledge Skills and Abilities
Strong organizational skills and meticulous attention to detail. Handles tasks with grace and committed to providing quality donor relations. Strong work ethic and professionalism complimented by a positive attitude and a commitment to diversity, openness, flexibility, and integrity. Ability to solicit a donation both verbally and in writing via email and/or letter. Ability to establish and maintain good working relationships with a variety of people—volunteers, prospects, donors, faculty, staff, students, and vendors. Strong written and verbal communication skills. Ability to be discrete in handling confidential information. Ability to perform clerical work involving sound judgment, accuracy, and efficiency. Establish and maintain collaborative working relationships with program staff, academic departments, the Vice President’s office, and a variety of offices and individuals on and off campus. Working knowledge of Windows, Word, Excel, databases, and e-mail.

Ability to communicate with an ethnically and culturally diverse campus community. Ability to follow all university policies, procedures, and guidelines including but not limited to safety, civility, information security, and non-discrimination policies and procedures. Ability to contribute to a positive university experience for each and every student, and assist in achieving the university's commitment to a "vision of excellence."

Education and Experience
Equivalent to a bachelor's degree in a related field and two years of related experience required. Higher Education and fundraising experience preferred. Possess a valid CA Driver's license.

**Department**
University Development - College of Engineering

**Classification**
Administrative Analyst/Specialist - Nonexempt

**Compensation**
The salary range for this classification is $3,288 to $6,347 per month.

**Benefits**
Excellent benefits through CalPERS (health, vision, dental), tuition fee waiver, generous vacation and sick leave, and 14 paid holidays each year.

**Time Base**
Full-time temporary position for one year with no permanent status granted. Temporary assignments may expire prior to the ending date.

**Application Procedures**
Click Apply Now to complete the CSULB Online Employment Application.

**Additional Information**
A background check (including a criminal records check) must be completed satisfactorily and is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

Due to the nature of this position, current CSULB employees are subject to a criminal record check unless they have successfully completed a criminal background check through CSULB within the past 12 months.

California State University Long Beach expects respectful, professional behavior from its employees in all situations. Acts of harassment or abusive conduct are prohibited. Demonstrated appropriate professional behavior, treating others with civility and respect, and refusing to tolerate abusive conduct is expected of all employees.

**Equal Employment Statement**
CSULB is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to race or ethnicity (including color or
ancestry), nationality, religion or religious creed, gender (or sex), gender identity (including transgender), gender expression, sexual orientation, marital status, disability, medical condition, genetic information, age, veteran or military status. CSULB is an Equal Opportunity Employer.

To view the University's Annual Campus Crime Report go to: http://daf.csulb.edu/offices/ppfm/police/statistics/index.html. Copies of the report are available upon request. To request a copy, contact the University Police Department at (562) 985-4101.

**CSU Vaccination Policy**
The CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement as a condition of employment. The system wide policy can be found at https://calstate.policystat.com/policy/9779821/latest/ and questions may be sent to COVID19-Staff-Info@csulb.edu.

**Out of State Employment Policy**
California State University, Long Beach, as part of the CSU system, is a State of California Employer. As such, the University requires all employees upon date of hire to reside in the State of California.

As of January 1, 2022 the CSU Out-of-State Employment Policy prohibits the hiring of employees to perform CSU-related work outside the state of California.

**Advertised:** Jun 10, 2022 (9:00 AM) Pacific Daylight Time  
**Applications close:** Jul 07, 2022 (11:55 PM) Pacific Daylight Time

**To apply:** https://apptrkr.com/3169678