



Channel Islands

CALIFORNIA STATE UNIVERSITY

ASSISTANT DIRECTOR OF ADVANCEMENT & PRESIDENTIAL EVENTS

Full Time

Starting Pay: \$4,800-\$5,417

JOB DESCRIPTION

PURPOSE OF POSITION: To plan, execute, and ensure the success of advancement and presidential events.

GENERAL RESPONSIBILITIES: Advancement and Presidential Events: Provides leadership and oversight with regard to the planning, promotion, coordination, and facilitation of special events for University Advancement and Office of the President with an emphasis on the major fundraising and development events for the University. Works collaboratively with the University Advancement Development Office to design and implement a specific strategy for each event that determines the purpose, goals, and fundraising agenda. Responsible for developing event budgets and monitoring expenditures ensuring alignment with target revenue goals and expense parameters in consideration of the overall University Advancement and CSUCI Foundation budgets. Conducts assessments of each event and provides feedback to the Director of University Events & Special Programs and the Senior Director of University Development. Negotiates and obtains price quotes for vendor agreements and services. Oversees the preparation of a variety of print and electronic publications, materials, and programs for events. Works collaboratively with internal university departments to ensure event guidelines and campus-wide policies and procedures are upheld. Identifies staffing needs and ensures adequate coverage required for event setup, operation, and/or break-down and oversees staff event assignments, volunteers, and/or student assistants working the event. Ensures reservation system information is entered correctly and reflects event needs and requests, makes necessary modifications to event changes and updates any service providers impacted by modification. Assumes primary responsibility for relaying logistic needs through 25Live software and ensures all university activities are listed on the master calendar.

Partnership and Philanthropy: Directly responsible for preparing proposals, applications, soliciting and securing event sponsorships and philanthropic support for the President's Dinner as well as sponsorships for other University Advancement events as assigned. Responsible for all event fundraising activities including, but not limited to, sponsorship solicitation, auctions, opportunity drawings, raffles, ticket sales, and any other fundraising solicitations related to Advancement events.

Volunteer Management: Staffs, manages and provides guidance to committees consisting of high-level community volunteers such as the President's Dinner volunteer committee. Works collaboratively with the University Advancement Administration staff to ensure committees are supported.

Performs other related duties as assigned. Attends assigned meetings and proactively works with staff to provide program leadership of a strategic nature. Acts as a liaison between other campus divisions when

events are hosted by University Advancement. Prepares presentations and speaks effectively in various public forums.

MINIMUM REQUIREMENTS

- A bachelor's degree required.
- A minimum of 5 years' experience in event planning and fundraising with at least 2 of those years in higher education preferred.
- Must have strong communication skills, exceptional customer service and interpersonal skills necessary to establish and maintain cooperative relationships with those contacted in the course of work as well as high level volunteers, prospective partners, and donors.
- Demonstrated ability to work and make sound decisions independently, exercise creative problem solving skills and respond to sensitive matters and/or situations with discretion, tact, and confidentiality; strong project planning and budgeting skills required.
- A minimum of 2 years of volunteer management overseeing high-level community volunteers such as board members.
- Demonstrated knowledge and success in securing event sponsorships.
- Knowledge of major office software programs, including: budgeting, spreadsheet, calendaring, desktop publishing software and project management programs required.
- Must have the ability to coordinate multiple complex projects concurrently, meet deadlines and stay within budget.
- The incumbent must have the willingness and ability to work extra hours as required including evenings and weekends and to travel for meetings and conferences.
- Ability to legally operate a motor vehicle in the State of California required.
- ability to sit, stand and walk for extended periods of time in order to carry out the duties of the position required.
- Ability to lift 50 lbs.
- Ability to successfully complete the Defensive Driver Training Program.
- Must have the ability to provide proof eligibility to lawfully operate a motor vehicle in the state of California.
- Other Duties as assigned.
- A background check, including criminal records check, is required for this position.
- The person holding this position is 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.
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[To Apply](#)