Associate Director of Fundraising/Philanthropy

Apply now  Job no: 515743
Work type: Management (MPP)
Location: San Marcos
Categories: MPP, At-Will, Fundraising & Alumni Relations, Full Time

Job Overview

The Associate Director of Fundraising/Philanthropy (Associate Director) is responsible for supporting the design, implementation, and management of a comprehensive development plan focused on expanding and enhancing corporate, foundation and individual donor relationships with a specific focus on Inclusive Excellence initiatives (diversity, justice, equity and inclusion). The Associate Director reports to the Director of Corporate and Foundation Relations (Director of CFR) and will support and direct activities to increase corporate, foundation and individual giving to meet the fundraising and strategic objectives of California State University San Marcos (CSUSM).

This new position, with an optional hybrid schedule, is part of a centralized development team and will serve as the Development Office liaison to the Office of Inclusive Excellence and areas within the Division of Student Affairs, taking the primary lead on identifying, cultivating, securing and stewarding philanthropic support focused on ensuring knowledge, mastery, achievement, and success are distributed equitably across the university; and that diversity and inclusion are systematically leveraged to catalyze student learning, social justice, educational excellence and institutional excellence. This position will focus on growing corporate, foundation and individual support to expand equity focused programming throughout the campus. They will equally build and foster internal partnerships to strategically support new diversity, justice, equity and inclusion action plans across the campus. The Associate Director will also manage the corporate sponsorships for signature events on campus, working to expand corporate support that is in line with CSUSM’s values around diversity, inclusion, equity, and innovation to support student success.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.

Position Summary

Associate Director of Fundraising/Philanthropy (Administrator I)

This is a full time, exempt position in the Management Personnel Plan (MPP). MPP positions serve at the pleasure of the President.
This position is eligible for a broad range of benefits, including medical, dental, vision, life and disability insurances, retirement (CalPERS), tuition waiver, vacation and sick leave. In addition, 14 paid holidays are offered each year; 13 scheduled on specific days and a Personal Holiday that may be taken any time during the year.

A comprehensive benefits summary for this position is available online by visiting our Benefits Portal.

To view the full job description and position requirements, please click on the following link: Associate Director Position Description

Salary is commensurate with the background and experience of the individual selected. Estimated salary range: $65k min - $90k max

California State University San Marcos

A mid-size university located in San Diego’s vibrant North County, we are dedicated to service, innovation, leadership and diversity. We have an attentive faculty and state-of-the-art facilities which offer our students hundreds of opportunities to learn, lead, play and serve.

California State University San Marcos is a new kind of university, pushing the boundaries of innovation to prepare tomorrow's leaders, build stronger communities and solve pressing issues.

Cutting-edge research meets hands-on application at our campus and in the real world.

Application Process

This position is open until filled. For assurance of full consideration, please submit application, cover letter and resume by 11:59pm on July 7, 2022

Application requires answers to supplemental questions.

Applicants who require an accommodation during the application or testing process due to a disability recognized under the Americans with Disabilities Act (ADA)/CA Fair Employment and Housing Act (FEHA) should notify the Office of Human Resources at (760) 750-4418 or e-mail: hr@csusm.edu. Hearing & speech impaired call our TDD at (760) 750-3238.

Supplemental Information

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. The systemwide policy can be found at https://calstate.policystat.com/policy/9779821/latest/. Questions should be sent to the Office of Human Resources at hr@csusm.edu.

Following a conditional offer of employment, satisfactory completion of a background check (including criminal records check) is required prior to beginning employment. Any offer of employment 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.

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 Revised July 21, 2017 as a condition of employment.

This position is a "designated position" in the California State University's Conflict of Interest Code. The incumbent in this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

California State University San Marcos is an Affirmative Action/Equal Opportunity Employer that is strongly committed to promoting diversity in all areas of the campus community. We consider qualified applicants for employment without regard to age, physical or mental disability, gender or sex, genetic information, gender identity, gender expression, marital status, medical condition, nationality, race or ethnicity, religion or religious creed, sexual orientation, and veteran or military status.


California State University San Marcos is not a sponsoring agent for staff or management positions (i.e. H1-B visas).

Positions are posted for a minimum of 14 days.

Advertised: June 17, 2022 (10:00 AM) Pacific Daylight Time
Applications close: Open Until Filled