Director of Planned Giving, University Advancement

**Apply now**  
**Job no:** 512068  
**Work type:** Management (MPP)  
**Location:** San Marcos  
**Categories:** MPP, At-Will, Fundraising & Alumni Relations, Full Time

**Job Overview**

The Director of Planned Giving will create, manage, plan, coordinate and implement a comprehensive planned giving program; interpret and apply laws and regulations to all aspects of charitable giving; develop and implement a comprehensive marketing plan for planned giving; obtain planned gifts; broaden the philanthropic constituency through major gift, blended gift and planned giving donor fundraising.

The Director of Planned Giving will report to the Associate Vice President of Development and will play an important role in enhancing gift planning techniques as a function of University Advancement’s overall fundraising plans. This individual is responsible for building a pipeline of planned giving donors; connecting alumni, donors, friends, volunteers, and other constituents to the campus; recognizing and stewarding legacy donors; and assisting gift officers with solicitations that involve planned giving and non-cash assets. The Director will independently and in conjunction with development officers work to identify, cultivate and solicit major, deferred, and outright gift prospects, as well as lead and partner in the stewardship process when appropriate. In addition, as a member of a centralized development team, the incumbent will serve as the development liaison to several campus areas to include the University Library and Osher Lifelong Learning Institute (education through Extended Learning for learners 55+). As a development liaison, the Director will be responsible for building relationships, understanding the needs of their liaison areas, manage a donor portfolio aligned with the needs of their liaison areas and create and execute comprehensive fundraising plans.

The Director will also further develop and expand the Legacy Society recognition program to assist with the identification and stewardship of legacy donors. Through the Director of Planned Giving efforts, gift planning will play a significant and growing role in the success of fundraising for CSUSM. The Director is expected to raise gift amounts as established in annual goals and participate as a key team member in the university’s next comprehensive campaign. This is a new position in University Advancement and vital to the growth of our team. A successful candidate will demonstrate excellent communication skills, have a track record of relationship building with various constituent groups, a history of fundraising success, work well on a team, have an entrepreneurial spirit and the know-how to develop a nascent planned giving program into a first-rate program.
Position Summary

Director, Planned Giving (Administrator II)

This is a full time, exempt position, which will lead toward permanent status following the successful completion of a probationary period.

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: [Director, Planned Giving](#)

Salary is commensurate with the background and experience of the individual selected.

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 March 27, 2022

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](mailto: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:** March 11, 2022 (9:00 AM) Pacific Standard Time  
**Applications close:** Open Until Filled

Salary Range: $90k min - $120k max