Donor Relations and Development Coordinator

Job no: 515285
Work type: Staff
Location: San Marcos
Categories: Unit 7 - CSUEU - Clerical and Administrative Support Services, Administrative, Probationary, Full Time

Job Overview

The Donor Relations and Development Coordinator will support all fundraising and donor relations activities. Reporting to the Director of Donor Relations and Stewardship, the Donor Relations and Development Coordinator will provide and independently coordinate administrative support for donor stewardship projects, donor events, and programs initiated by the Directors of Development. Administrative support includes drafting written correspondence, event preparation and planning, being the first point of contact in the Development office and coordinating calendars. The incumbent must be resourceful and have the ability to prioritize multiple assignments in a fast-paced environment. In addition, this position will provide support for the creation of various stewardship collateral which includes donor impact reports, written acknowledgments, and digital communications. The incumbent must have excellent writing, editing, and proofreading skills. The incumbent must be able to interact with staff, administrators, and high-level external constituents while remaining flexible, proactive, resourceful and efficient. A high level of professionalism and confidentiality is crucial in this position. The University supports the use of telecommuting work options, including hybrid work arrangements, based on employee performance and operational needs.

Position Summary

Donor Relations and Development Coordinator (Administrative Support Coordinator I)

This is a full time, non-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: Donor Relations and Development Coordinator Position Description

Anticipated Hiring Salary Range: $3,500 - $4,167 per month

CSU Classification Salary Range: $3,276 - $5,148 per month

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 June 21, 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. 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.

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 07, 2022 (10:00 AM) Pacific Daylight Time
Applications close: Open Until Filled