**Director, Central Stewardship**

**Job No:** 516746

**Work Type:** Management (MPP)

**Location:** Long Beach

**Categories:** MPP, Administrative, At-Will, Full Time

Salary is $65,520 to $98,280 annually

**Job Summary**

The Director of Central Stewardship is responsible for the strategy, and delivery of central stewardship programs, individualized stewardship plans, and activities designed to steward the university's most dedicated supporters, including those who have had a long, diverse history of major-gift philanthropy with the institution, those who have served in leadership positions, and those who have chosen to create a permanent legacy at the university through a planned gift.

Serving as a key thought partner and architect of stewardship experiences, the Director helps to build a program of excellence that fosters a culture of philanthropy, demonstrate the impact of philanthropy, inspires action, and aligns with CSULB mission and values.

**Knowledge Skills and Abilities**

Experience navigating through difficult and complex donor-related situations. Excellent organizational skills. Ability to navigate through difficult and complex donor-related situations. Demonstrated experience in planning and strategizing. Energetic, self-motivated, flexible, organized, and able to multi-task. Excellent interpersonal and communication skills. Computer literacy, including proficiency in word processing, spreadsheet, and presentation applications. Ability to travel off-campus and be generally competent in the use of contemporary office equipment.

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**

Bachelor's degree. A minimum of three (3) years of demonstrated major gift experience and special events management. A minimum of five (5) years of successful leadership level fundraising experience and demonstrated donor stewardship experience.

**Licenses / Certificates**
Valid CA driver's license is required.

**Department**
University Development

**Compensation**
Commensurate with qualifications and experience.

**Classification**
Administrator I

**Benefits**
This is a management level position with an attractive benefits package, which includes a vacation accrual rate of 16 hours per month, and excellent choice of medical, dental, and vision insurance, long term disability coverage, life insurance, educational fee waiver, and retirement benefits.

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

**Additional Information**
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.

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.

**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 https://calstate.policystat.com/policy/10899725/latest/ prohibits the hiring of employees to perform CSU-related work outside the state of California.

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.

Conflict of Interest
The duties of this position will include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

Application Closes: Aug 03, 2022 (11:55 PM)

To apply, visit https://apprtkr.com/3255694

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