



Campus	California State University Fullerton
Job Title	Director of Development, Health and Human Development
Classification	Administrator II (Management Level)
Department	College and Program Development, University Advancement
Salary Range	Hiring range (depending on qualifications), not anticipated to exceed \$7,600 - \$8,500 per month. Comprehensive benefits package included
Appointment Type	At-Will
Work Schedule	Full Time; Monday-Friday; Occasional early morning, evening and/or weekend hours.
Submit Application	https://careers.pageuppeople.com/873/fl/en-us/job/552883/director-of-development-health-and-human-development
About Cal State Fullerton	<p>Standing on 241 acres in the heart of Southern California, Cal State Fullerton was founded in 1957 and has grown to serve more than 43,000 students. As a leading campus of the California State University system, the University serves as both an intellectual and cultural hub for the region and a driving force in workforce and economic development.</p> <p>We are dedicated to student success through innovative, high-impact educational experiences and robust support programs. Equally, we invest in the growth of our staff, faculty, and administrators through orientations, training opportunities, and ongoing professional development.</p> <p>As a member of the Titan Community, you'll have access to a wide range of campus resources and experiences—including the Grand Central Art Center in Santa Ana, the Arboretum and Botanical Garden, cultural performances at the Claves Performing Arts Center, Titan Athletics events, the Titan Recreation Center, and our Employee Wellness Program.</p> <p>The College of Health and Human Development (HHD) at Cal State Fullerton is a vibrant, interdisciplinary college committed to improving the health, well-being, and quality of life for individuals and communities. With more than 7,000 students across fields like public health, kinesiology, social work, nursing, child and adolescent studies, and counseling, HHD graduates are the frontline professionals who shape healthier, more equitable futures. The college is deeply engaged in the region, with strong community and clinical partnerships, high-impact research, and programs that address critical social issues, from health disparities and aging to mental health and early childhood development. With a strong culture of student success and excellence, HHD offers a powerful platform for fundraising professionals to connect philanthropic support with life-changing outcomes.</p>

	<p>This is an opportunity to join a collaborative, purpose-driven team and help fuel the next chapter of impact in one of Southern California’s most dynamic communities.</p> <p>If you’re driven by purpose, energized by collaboration, and inspired by the power of education to transform lives and communities, this is your opportunity to lead meaningful change in a college, making a difference every day.</p>
<p>Job Summary</p>	<p>Reporting to the Assistant Vice President for College and Program Development and partnering with the Dean of the College of Health and Human Development (HHD), the Director of Development plays a pivotal role at Cal State Fullerton. The Director of Development works under the direction of the Assistant Vice President for College and Program Development to support fundraising activities that are consistent with the priorities of the Vice President for University Advancement and Dean of the College. Identification, cultivation, solicitation, and stewardship of major gift prospects and donors, including corporate and foundation leaders, supporters, alumni, parents, faculty, and emeritus. The Director of Development will focus on key components of individual and corporate giving, strategic fundraising plans, and prospect management responsibilities. As a frontline major gift officer, the Director of Development will manage all aspects of the donor life cycle, while also providing counsel and expertise to faculty and programs in the College of HHD. With a portfolio of approximately 125 prospects, this leader will champion a culture of philanthropy while collaborating with university partners across disciplines, in corporate and foundation relations and sponsored programs to align private and public support for long-term impact. Other duties assigned.</p>
<p>Job Duties/ Responsibilities</p>	<p>Major gift fundraising:</p> <ul style="list-style-type: none"> • Identification, qualification, cultivation, solicitation, and stewardship of major gift donors. • Manage a portfolio of major giving prospects for the College, focusing on soliciting major gifts, presenting proposals, and strengthening the donor pipeline. • Facilitate interaction with major gift prospects with the President, Dean, Vice President of University Advancement, senior administrators, division chairs, and faculty. • Identify and qualify prospective donors, conducting, analyzing, and /or requesting research on current or prospective donors as needed. • Meet annual development goals of donor visits, solicitations, fundraising, and outreach. • Ensure continued stewardship of donors either personally or through others at the university. • Evaluate various gift opportunities and giving vehicles and recommend the most suitable for a particular donor. • Work with faculty and department chairs as required to move fundraising efforts along and partner on alumni outreach opportunities.

- Prepare proposals or solicitation letters to acquire funds from individuals, corporations, and foundations.
- Create and plan donor stewardship strategies for individuals within portfolio and others.
- Annually establish written solicitation plans for donors.
- Create correspondence for review by the senior leaders and the Dean.
- Complete relevant donor and prospect contact reports.
- Work with specialists in planned giving and corporate and foundation relations on agreements and proposals.

Strategic Planning and Engagement

- Create a fundraising plan for the college in close coordination with the AVP and the Dean.
- Serve as a member of the College of HHD Dean's Leadership Team and provide strategic counsel to the Dean and College leadership.
- Prepare content and marketing materials for targeted HHD fundraising communications, for priorities such as the School of Nursing and the Center for Healthy Neighborhoods.
- Attend college, university advancement and other staff or committee meetings as appropriate.
- Assist in planning, implementing, and managing fundraising, cultivation, and stewardship events annually for the College (both on and off campus), many of which are held evenings and weekends assist with event follow-up including budget/financial summary and letters to planners, and participants.
- Coordinate the attendance of potential donors at appropriate university events.
- Work to ensure that HHD is well represented at university events.

Administrative Activities

- Supervise, evaluate and train the development coordinator.
- Learn and understand the Cal State Fullerton Philanthropic Foundation policies and procedures.
- Assist in developing policies and procedures for the College of HHD as it pertains to development and engagement activities.
- Process gifts received using Cal State Fullerton Philanthropic Foundation policies and procedures create thank you letters and other correspondence prepare annual budget requests and periodic financial reports, report information at both the regularly scheduled development meetings and college meetings., attend University Advancement meetings and retreats build strong working relationships with College faculty and staff, University Advancement staff, and other University staff, work with support staff to update donor and prospect records as necessary, prepare donor listings for publications.

Essential Qualifications	<p>Bachelor's degree from an accredited four-year college or university in a related field. A minimum of 3-5 years of demonstrated successful direct major gift fundraising experience. Ability to solicit and secure gifts of a minimum of \$25,000. Ability to understand the culture of a university. Ability to work with teams of faculty, staff, students, and volunteers. Ability to coordinate events for fundraising. Ability to create a strategic approach to development with assessment built in to determine progress and success. Ability to travel frequently, holding both on and off-site conversations and presentations to individuals and corporate leaders for cultivation and solicitation purposes. Proficiency in the use of general office equipment and Windows-based software as well as experience with donor databases.</p> <p>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 complete the background check satisfactorily may affect the continued employment of a current CSU employee who was conditionally offered the position.</p>
Preferred Qualifications	<p>Experience working as a fundraising officer in higher education. Familiarity with the departments within a College of Health and Human Development or experience in healthcare fundraising. Advanced degree preferred.</p>
Special Working Conditions	<p>Perform duties outdoors in various conditions as events are held both indoors and outdoors. Must be able to work at the annual commencement ceremonies. Travel to off campus locations for events, programs, meetings and other activities.</p>
Additional Information	<p>California State University, Fullerton celebrates all forms of diversity and is deeply committed to fostering an inclusive environment where students, staff, administrators, and faculty thrive. Individuals interested in advancing the University's strategic goals are strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.</p> <p>As of January 1, 2022, the CSU Out-of-State Employment Policy prohibits the hiring of employees to perform CSU-related work outside the state of California.</p> <p>Applicants who apply for a position may be required to successfully complete job-related performance test(s) as part of the selection process.</p> <p>California State University, Fullerton is not a sponsoring agency for staff or management positions (i.e., H1-B Visas).</p>