



Campus	California State University Fullerton
Job Title	Director of Development, Humanities and Social Sciences
Classification	Administrator II (Management Level)
Division	University Advancement
Salary Range	Anticipated hiring range \$91,200 - \$111,600 annually (Classification range \$60,636 - \$194,652 annually) <b>Comprehensive benefits package included</b>
Appointment Type	At-Will/Full Time
Work Schedule	Monday-Friday; Occasional early morning, evening and/or weekend hours.
Submit Application	<a href="https://careers.pageuppeople.com/873/fl/en-us/job/559072/director-of-development-humanities-and-social-sciences">https://careers.pageuppeople.com/873/fl/en-us/job/559072/director-of-development-humanities-and-social-sciences</a>

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.

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.

**About Cal State Fullerton:**

California State University, Fullerton (Cal State Fullerton) is a leading public university committed to student success, academic excellence, and inclusive excellence. The university fosters a collaborative environment that supports teaching, research, and service while promoting innovation and professional growth. Cal State Fullerton is both a Hispanic-Serving Institution and an Asian American and Native American Pacific Islander-Serving Institution, and a recipient of the Seal of Excelencia (2021 and 2024) from Excelencia in Education. Joining Cal State Fullerton means becoming part of a community dedicated to advancing student achievement, career success, and economic mobility.

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.

We are an emerging national model for student success through innovative, high-impact educational and co-curricular experiences, including faculty-student collaborative research. Equally, we invest in the growth of our staff, faculty, and administrators through orientations, training opportunities, and ongoing professional development.

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 Clayes Performing Arts Center, Titan Athletics events, the Titan Recreation Center, and our Employee Wellness Program.

The College of Humanities and Social Sciences (HSS) departments and programs offer students the breadth of a traditional liberal arts education in the humanities and social sciences while preparing them to be members of a global society participating in a wide range of professions or advanced academic or professional study. Students who graduate with a degree from H&SS are assured of having depth of understanding in their field of study and the useful core skills that are most attractive to prospective employers and most useful for success in graduate school. Learning takes place both within and outside of the traditional classroom. H&SS provides many opportunities for students to be involved in faculty research projects, to participate in professional internships, and to be active members of student clubs. With a strong culture of student success and excellence, the college offers a powerful platform for fundraising professionals to connect philanthropic support with life-changing outcomes.

**Job Summary:**

Under the direction of the Assistant Vice President of College and Program Development and in partnership with the Dean of the College of Humanities and Social Sciences, the Director of Development, College of Humanities and Social Sciences, will support fundraising activities consistent with the priorities of the Vice President for University Advancement and the College of Humanities and Social Sciences (HSS). The Director of Development will be an integral part of the major gift development team, leading major gift development efforts and direct strategy and execution of a multimillion-dollar fundraising plan in coordination with the College Dean. Responsibilities include strategic individual, foundation, and corporate fundraising; donor and alumni engagement; development events; communications; stewardship; and prospect management. As a frontline major gift officer, the Director will manage all aspects of the donor lifecycle – qualification, cultivation, solicitation, and stewardship while also providing counsel and expertise to faculty and administrators. With a portfolio of approximately 125 prospects, this leader will champion a culture of philanthropy while collaborating with university programs across disciplines to align private support for long-term impact. Other duties as assigned.

**Job Duties/ Responsibilities:**

**Major Gift Fundraising**

- Identification, qualification, cultivation, solicitation, and stewardship of major gift donors (\$25,000+).
- Meet annual development goals of donor visits, solicitations, fundraising outreach, and event fundraising including, \$1,000,000+ fundraising goal, 8 visits per month, 24 gift

solicitations over \$25,000 annually, 25 substantive contacts per month, and 24 new prospect visits.

- Manage portfolio of major giving prospects for the College of HSS, focusing on soliciting major gifts, presenting proposals, and strengthening the donor pipeline.
- Facilitate interaction with major gift prospects with the Dean, faculty, program directors, and senior administrators.
- Identify and qualify prospective donors, conducting, analyzing, and/or requesting research as needed.
- Utilized online portfolio management tools to meet DOD and unit annual metric goals for donor visits, solicitations, fundraising, and outreach.
- Evaluate various giving opportunities and vehicles and recommend the most suitable for donors.
- Annually establish written solicitation plans for top donors.
- Identify, cultivate, solicit, and steward donors through phone calls, emails, meetings, event invitations, letters, and by attending as many in-person functions as feasible to establish relationships.
- Prepare proposals or solicitation letters to acquire funds from individuals, corporations, and foundations.
- Assist annual giving efforts by managing crowdfunding and day of giving strategy for the College of HSS.
- Provide donor stewardship, including acknowledging and reporting on grants and major gifts.
- Create correspondence for review and signature of the Dean.
- Complete relevant donor and prospect contact reports for moves management actions including those involving leadership and the Dean.
- Conduct regular outreach and identification efforts utilizing UA programs and tools.
- Work with specialists in planned giving and corporate and foundation relations on agreements and proposals.
- Identify, cultivate, and steward current and prospective donors, including alumni, parents, corporations, foundations, and other constituencies.
- Work with faculty and department chairs to forward fundraising efforts and create alumni and emeriti outreach opportunities.

### **Strategic Planning and Engagement**

- Design and implement a comprehensive, proactive development plan focused on expanding and enhancing major and principal gifts in support of the College of HSS Sciences in close coordination with the AVP and Dean.
- Participate in establishing annual fundraising goals and strategy with the Dean and AVP College and Program Development.
- Lead and execute strategies for successful prospect identification, engagement, and cultivation.
- Serve as a member of the College leadership team and provide strategic counsel to college leaders, chairs, program directors, and faculty.
- Expand engagement opportunities for alumni, emeriti, and prospects to help build the giving pipeline.

- Partner with University Advancement to ensure the College is represented at university events, campaign events, and other university-wide opportunities.
- Attend College, University Advancement, and other program or committee meetings as appropriate.
- Design and implement strategic, targeted events to advance cultivation, solicitation, and stewardship efforts annually for the College of HSS, many of which are held evenings and weekends.
- Manage event budgeting, marketing, execution, and post-event follow-up, including budget/financial summary and stewardship to planners and participants.
- Assist with annual donors and scholars events and invitations, and actively identify and manage a portfolio of event prospects.
- Coordinate the attendance of potential donors and college leaders at appropriate university events.

### **Communications, Leadership and Administrative Activities**

- Work with academic partners and college administrators to develop relationships to move fundraising efforts forward and create donor outreach opportunities.
- Assist in preparing various donor correspondence.
- Assist in developing policies and procedures for the College as it pertains to development and engagement activities.
- Maintain an annual strategic plan of agreed-upon priorities, goals and metrics.
- Prepare content and marketing materials for targeted fundraising communications to promote and steward College priorities.
- Develop and create marketing materials, including relevant impact reports, student messaging, video messages, and one-sheets for new prospect identification and current donor stewardship.
- Oversee new and renewal scholarship fundraising efforts and annual scholarship and endowment stewardship reporting efforts.
- Master and implement the Cal State Fullerton Philanthropic Foundation (CSFPF), University Advancement and Cal State Fullerton policies and procedures.
- Process gifts received using CSFPF policies and procedures, prepare annual budget requests and periodic financial reports, and report information at development and college meetings.
- Participate in University Advancement meetings and retreats, and build strong collegial relationships with college staff, University Advancement staff and university-wide colleagues.
- Work with support staff to update donor and prospect records as necessary and prepare donor listings for publications.
- Meet regularly with Dean and with AVP.
- Manage the College Development Coordinator and student assistants and provide regular mentorship, direction, training and evaluation.
- Develop a strong understanding of represented employee structures and leadership methods to lead and support supervised staff.

**Essential Qualifications**

A bachelor's degree from an accredited four-year college or university in a related field is required, along with a minimum of 4–5 years of demonstrated success in direct major gift fundraising. The candidate must be able to solicit and secure gifts of at least \$25,000 and demonstrate a strong capacity to develop and implement persuasive cultivation strategies that strengthen the giving pipeline. Advanced written, oral, and interpersonal communication skills are essential for building and maintaining effective relationships across the organization and with external constituencies. Experience in planning and executing meaningful donor events is required, as is an understanding of university culture and the ability to collaborate with faculty, staff, students, and volunteers. The role also requires local travel to meet with prospective donors, proficiency with general office equipment and Microsoft-based computer systems, and knowledge of annual campaigns, corporate and foundation philanthropy, and digital fundraising. Additionally, the candidate must be able to design and implement effective donor stewardship strategies.

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.

**Preferred Qualifications**

Experience working as a fundraising officer in higher education is preferred, along with experience in principal and planned giving. The ideal candidate will also have experience collaborating with faculty and academic leadership, supporting fundraising campaigns.

**Benefits**

- An array of health plans that include prescription drug coverage
- Dental and Vision coverage
- Income protection benefits including life insurance and disability
- Retirement plan through CalPERS
- Tuition waiver for employees and dependents if eligible
- FlexCash (in lieu of health and dental)
- Employee Assistance Programs
- 15 paid holidays

**Special Working Conditions**

A reliable source of transportation to attend events and donor visits at varying times. The role involves performing duties both indoors and outdoors, sometimes in varying environmental conditions. Must be available to support and work at the university's annual commencement ceremonies.

## **Additional Information**

California State University, Fullerton is committed to fostering an environment where students, staff, administrators, and faculty thrive. We welcome individuals ready to make an impact on student and staff success to apply and become part of the Titan Community. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

Cal State Fullerton is an equal opportunity employer that prohibits discrimination based on regardless of race, sex, color, ethnicity, national origin, or any other protected status.

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.

The scope of responsibilities for this position includes the making or participating in the making of decisions that may have a material financial benefit on the incumbent. Therefore, you will be required to file an initial "Conflict of Interest Form 700: Statement of Economic Interests" within thirty (30) days from date of hire and on an annual basis; and complete the CSU sponsored ethics on-line training within thirty (30) days of appointment, and at least once during each consecutive period of two calendar years following the appointment.

The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and must comply with the requirement outlined in CSU Executive Order 1083, revised July 21, 2017.

This position is designated as a Campus Security Authority (CSA) position under the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. CSAs are responsible for reporting allegations of Clery Act Crimes reported to them or that they witness. CSA training is required.

Applicants will be required to disclose whether they have received a final administrative decision or final judicial decision determining that they have committed sexual harassment within the last 7 years only after a determination is made that they meet the minimum qualifications for the position, and before an offer of employment is extended. Applicants who reach the final stages of the application process must also sign a release form that authorizes the release of information by the applicant's current and/or former employers to the CSU concerning any substantiated allegations of misconduct.

Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.

Applicants who apply for a position may be required to successfully complete job-related performance test(s) as part of the selection process.

Online application/resume must be received by electronic submission on the final filing date by 9:00 PM (Pacific Standard Time)/midnight (Eastern Standard Time). Applicants who fail to complete all sections of the online application form will be disqualified from consideration.

California State University, Fullerton is not currently sponsoring any new H-1B petitions for staff, management, or faculty positions.