



CALIFORNIA STATE UNIVERSITY
FULLERTON

**Associate Vice President, College and Program Development
Administrator III-Range A
Position Description**

Job Summary

University Advancement serves Cal State Fullerton by building and strengthening relationships with the communities we serve to encourage advocacy, investment and support of the University, its mission, goals and programs in support of student and alumni success. We are seeking an exceptional individual to join our team as an Associate Vice President of College and Program Development within the Division of University Advancement. The ideal candidate in this role should have a positive attitude, an active, energetic mind, and a leadership style that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.

Reporting to the Vice President for University Advancement as a senior manager in the division, this position provides leadership and direction for the university's private fundraising program, including major gifts, corporate & foundation relations. The Associate Vice President, Development provides leadership, strategic direction and policy implementation of the college and program major gift development efforts. Other duties as assigned.

Essential Qualifications

Bachelor's Degree from an accredited four-year college or university. A minimum of seven years of demonstrated, successful advancement experience. Experience in major gifts, including foundation and corporate fundraising. Experience supervising and mentoring staff. Experience in budget management. Ability to embrace and work effectively within a broad based, complex and collegial decision making process. Superior written and verbal skills. Proficiency in the use of general office equipment and software. Proficiency in using some type of donor tracking software.

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 CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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.

Preferred Qualifications

Development experience in higher education.