



Job Bulletin #102813 – 13/14

Director of Annual Giving & Alumni Relations

Classification – Administrator II

Time base – Full Time

This recruitment will remain open until filled. For priority consideration, please complete application by March 9, 2014. A review of applications will begin March 10, 2014 and the review period may end at any time thereafter.

ABOUT THE CALIFORNIA MARITIME ACADEMY:

The California Maritime Academy is a specialized campus of the California State University (CSU) system serving a student population of approximately 1050 undergraduates and 50 graduates. The campus, situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, currently offers baccalaureate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A Master of Science degree in three areas of Transportation and Engineering Management is offered.

POSITION SUMMARY:

The Office of University Advancement manages the fundraising efforts on behalf of the Academy, which includes soliciting individuals, corporations, foundations and professional associations for both operational and capital campaign needs. It is also responsible for university public affairs and communications, alumni relations, and government relations and organizes and conducts special fundraising events.

Under the direction of the Vice President for University Advancement, the Director of Annual Giving and Alumni Relations is responsible for the planning, development and execution of a comprehensive and highly effective annual giving program to build a long-term base of support with the goal of raising unrestricted funds for operations, scholarships, and other areas of greatest need. The director has an appreciation for the foundation of annual giving as the enabling component of successful major and planned gifts programs and accountability for program results.

The director provides leadership and management of the creation and maintenance of programs that engage alumni and students. The goals of these programs are to disseminate information about the University and motivate constituencies to support the University. The director is also responsible for aligning alumni relation strategies and outreach with the priorities of the Vice President, the advancement of Cal Maritime, and ensuring a streamlined and integrated approach to all alumni.

SPECIAL REQUIREMENTS:

- Position requires some travel and a commitment to working some evenings and weekends.
- The incumbent will be evaluated on a periodic basis, no less than annually, based on performance metrics and donation goals, to ensure incumbent meets previously stipulated and mutually agreed upon fundraising objectives.
- 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 as a condition of employment.

- A sample of writing solicitation materials will be required along with the application for employment.

MINIMUM QUALIFICATIONS:

- A bachelor's degree in a related field is required, with an advanced degree preferred.
- A proven track record in fundraising of at least 5 years with at least 3 years' experience soliciting annual gifts for higher education.
- Demonstrated advance skills in planning; identifying, cultivating, and soliciting prospective annual fund donors for immediate gifts.
- Firm knowledge of corporate and individual solicitation methods.
- Demonstrated experience in soliciting gifts and sponsorships of \$25,000 or more.
- Exceptional interpersonal skills, including both written and oral communication skills.
- Strong organizational, administrative and planning skills. Ability to multi task.
- Demonstrated ability to motivate volunteers and potential donors.
- Demonstrated ability to articulate the mission of the Academy, both orally and in writing.
- Demonstrated ability to work with, and be successful within, a complex, multi-cultural community.
- Ability to train and inspire others to ask for charitable gifts.
- Ability to exhibit high ethical standards of conduct and confidentiality in dealing with various internal and external constituencies.
- Ability to present oneself in a professional manner.
- A high level knowledge of word processing, spreadsheet, email, internet and database software packages.

DESIRABLE QUALIFICATIONS:

The Director should be an energetic self-starter who is bold, creative, results-oriented and possesses enthusiasm and determination for the job. The Director must be committed to team building and collegial development with increasing levels of responsibility and demonstrated success.

- Knowledge of the maritime and related industries will be considered a strong asset.
- Knowledge of Blackbaud fundraising software.
- Knowledge of prospect management systems and the moves management of donors.
- Knowledge of gift agreements and advancement services policies and procedures.

SALARY: Commensurate with education and experience.

APPLICATION PROCESS: Interested parties must submit the Cal Maritime Employment Application, cover letter, current resume, and a sample of writing solicitation materials. Apply on-line at <http://www.csum.edu/web/hr/careers>. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone or email.

BENEFITS: The California Maritime Academy offers a broad range of benefits for qualifying positions including medical, dental, vision, life and disability insurances, retirement (CalPERS), fee waiver, vacation and sick leave.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

The California Maritime Academy is committed to a diverse work force and is an equal opportunity employer.