



NONPROFIT EXECUTIVE SEARCH FOR DEVELOPMENT & PHILANTHROPY

Confidential Position Specification

Director of Development
The Lucas College and Graduate School of Business
The Tower Foundation of San Jose State University

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RANDALL SEARCH ASSOCIATES
350 Rhode Island St., Suite 240
San Francisco, CA 94103
415-767-3814
www.randallsearchassociates.com

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Position: Director of Development, Lucas College and Graduate School of Business

Reports to: Associate Vice President of Development

Location: San Jose, California

THE ORGANIZATION

Overview

San José State University (SJSU) is a major, comprehensive public university located in the center of San José, California - the heart of Silicon Valley. A member of the 23-campus California State University System, SJSU is the oldest state university in California, granting bachelor and master's degrees in 134 areas of study. Quality teaching and small classes are a priority, where tenured professors teach introductory as well as advanced courses. Among the top 200 universities in research and development expenditures as surveyed by the National Science Foundation, SJSU offers rigorous course work and research opportunities to more than 30,000 undergraduate and graduate students, with more than 700 tenure/tenure track faculty and 1,300 staff.

The University's academic colleges include Applied Sciences and Arts; the Lucas College and Graduate School of Business; the Connie L. Lurie College of Education; the Charles W. Davidson College of Engineering; Humanities & the Arts; Science; and Social Sciences. The University offers 82 bachelor's degrees with 66 concentrations, and 70 master's degrees with 25 concentrations. The University is proud of its award-winning library, a unique joint city-university partnership.

SJSU is an exceptional place for hands-on learning, professional development and personal growth. The University occupies 19 blocks in downtown San José with 23 academic buildings and seven residence halls. Located 1.5 miles away on 62 acres is the South Campus, which includes the Spartan Stadium and athletics fields.

The Lucas College and Graduate School of Business

With Silicon Valley firms employing more graduates from SJSU than from any other university in the U.S., The Lucas College and Graduate School of Business is **powering Silicon Valley**.

Over 80% of the College's students work in Silicon Valley and consistently earn more than the national average. Diverse in age, cultural background, business experience, and goals, Lucas alumni have been and continue to be at the center of Silicon Valley's remarkable growth. AACSB International has accredited the College's undergraduate

and graduate programs. Less than 5% of business programs worldwide have earned this distinguished hallmark of excellence in business education.

Under the leadership of Dean David Steele, the College provides a rich undergraduate education with a rigorous and challenging curriculum that prepares graduates for leadership roles in the global economy. The College is building upon its existing expertise in entrepreneurship, management, global finance, and leadership and organizational change to create a multi-track Center for Global Business Competition and Innovation.

The Lucas Graduate School of Business provides an innovative, high quality business education that delivers thought solutions to the Silicon Valley and global business community. The School offers a range of graduate degrees through its Masters in Business Administration program and Masters of Science programs. These programs are infused with a global focus and deliver high value education that position graduates to succeed in the competitive and ever-changing global marketplace. Programs include a full-time MBA, part-time MBA, a full-time one-year MBA, an MS in Accountancy, an MS in Taxation and an MS in Transportation Management.

Vision 2017 – SJSU's Strategic Plan and Mission

San José State University's strategic plan, Vision 2017, was created with input from the university community and will guide SJSU as it continues its pursuit of excellence.

In collaboration with nearby industries and communities, SJSU faculty and staff are dedicated to realizing the University's mission as a responsive institution of the state of California: To enrich the lives of its students, to transmit knowledge to its students along with the necessary skills for applying it in the service of our society, and to expand the base of knowledge through research and scholarship.

A guiding principle is that of "Unbounded Learning." SJSU is an innovative, engaged learning community committed to preparing students with adaptive skills and knowledge for a global 21st century. Unbounded learning is facilitated by highly regarded faculty members actively engaging with students to provide a wide range of access to and delivery of learning content through in-and out-of- the classroom experiences. Its goals include:

- Unbounded Learning: Enhancing student success through continuous learning innovations
- Helping And Caring: Creating a culture of helping
- Agility Through Technology: Improving organizational responsiveness through advanced technology infrastructure and by elimination of procedural obstacles
- 21st Century Spaces: Providing up-to-date facilities and gathering spaces
- Spartan Pride: Developing vibrant, safe and welcoming communities that create a sense of belonging and instill Spartan pride

The Campaign for SJSU: Past and Future

In 2013, SJSU successfully completed "Acceleration," the first comprehensive campaign in its 154-year history, raising \$208 million for all seven of its colleges, the University

Library, Student Affairs and Intercollegiate Athletics. The campaign focused on raising support

for four areas: Excellence in Teaching, Learning and Scholarship; An Investment in Students; The Gateway to Silicon Valley and Beyond; and Support for Existing Programs.

To realize its vision for the future, the University is currently planning to embark on a major, comprehensive campaign, the most ambitious private fundraising effort in the University's history. The campaign will include investments in teaching and research programs and significant renovations and capital improvements to the University's physical plant. In addition, the University will seek increased support for endowed chairs and professorships, graduate fellowships and undergraduate scholarships as well as for programmatic initiatives that improve the quality of student life and the teaching and research mission of the University.

THE POSITION

The Tower Foundation is the philanthropic auxiliary supporting San Jose State University and currently seeks an experienced, innovative and ambitious professional for its Lucas College and Graduate School of Business. The Director of Development for the College is a key member of the development team and an integral part of the Division of University Advancement.

Reporting to the Associate Vice President for Development, the Director of Development is responsible for working in collaboration with the dean and faculty as well as with the president and other senior administrators to develop and implement fundraising strategies to secure support for college priorities.

Responsibilities:

- Develop and execute successful strategies to identify, cultivate, solicit and steward major gift prospects/donors—initiate contact, develop appropriate cultivation plans, and move individuals in an appropriate and timely fashion toward solicitation and closure
- Actively manage a prospect/donor portfolio with annual goals for personal visits and fundraising outcomes based on established metrics
- Present and regularly review top prospect strategies with immediate supervisor and other key team members as appropriate
- Work collaboratively with the leadership of the College, key university administrators and other stakeholders, offering counsel on donor-centric cultivation and solicitation strategy as appropriate
- Work collaboratively with peers in Major Gifts as well as colleagues in Annual Giving, Planned Giving and Corporate and Foundation Relations
- Identify and work closely with volunteer leadership, providing them with direction and support in maximizing the College's major gift fundraising potential
- Design strategies to secure funding for designated campaign priorities, including academic programs, endowed chairs and professorships, scholarships, unrestricted support, facility renovations, new facilities and other specified priorities
- Oversee donor stewardship efforts pertaining to the College, in collaboration with stewardship colleagues, helping to promote a culture of gratitude

- among internal and external constituents
- Effectively utilize the campus prospect management system to record prospect/donor activity and other relevant data in a timely fashion
- Draft Memoranda of Understanding (MOU) and Gift Agreements when appropriate and facilitate their processing
- In collaboration with the Marketing and Communications colleagues, oversee development of collateral for fundraising purposes, especially case statements and other campaign materials to promote the College's priorities
- Contribute donor recognition, stewardship, and other appropriate information for campus publications
- Participate in staff, functional and strategy meetings including prospect review sessions, and attendance of conferences, seminars, and other development training as feasible and appropriate
- Perform other duties as assigned

CANDIDATE QUALIFICATIONS/ EXPERIENCE

Education:

A Bachelor's degree from a regionally accredited institution of higher education is required. An advanced degree is preferred.

Experience:

- Three years of progressively responsible experience in fundraising, or a comparable field
- Demonstrated ability to identify, qualify, cultivate, solicit and steward prospects/donors and effectively move them through the development cycle leading to closing five to seven-figure gifts
- Experience in a capital or comprehensive campaign setting, preferably at an institution of higher education, is highly desired
- Experience in making "cold" calls (opening doors) as well as developing donor-centric cultivation and solicitation strategies
- Ability to navigate the institution to make the appropriate match for donor interests
- Demonstrated ability to engage and support volunteer leadership with their efforts in fundraising, consultation, and advocacy
- Proficiency in Microsoft Office Suite and experience utilizing fundraising database programs

COMPETENCIES/ATTRIBUTES

The successful professional will have or be:

- High level of initiative, attention to detail and strong organization skills
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively
- Strong self-motivation and ability to work as part of a collaborative team
- [A positive outlook with a](#) spirit of flexibility [an](#) and a strong customer service ethic
- Skill in successfully managing multiple projects on tight deadlines and under pressure in a dynamic and open environment

- Deep appreciation and understanding of the academic enterprise and the ability to articulate academic values internally and externally
- Ability to define problems, gather data, establish facts, and draw valid conclusions
- Resolve and tenacity in carrying out one's responsibilities with an ability to adapt and persevere
- Experience interacting with individuals from diverse backgrounds
- Unquestionable integrity and commitment to professional ethics, and the ability to responsibly handle sensitive and confidential information with discretion

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COMPENSATION AND BENEFITS

A competitive salary and generous employee benefits package will be offered. To be considered for this position or for additional information on the opportunity, please contact:

David N. Randall
Principal
Randall Search Associates
415 767 3814
david@randallsearchassociates.com

Tower Foundation employment is separate and distinct from San Jose State University or State of California employment. Tower Foundation is an Equal Opportunity Employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status, consistent with all applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose. Tower Foundation is not a visa sponsoring organization.

