



R.H. PERRY & ASSOCIATES
SEARCH COUNSEL TO HIGHER EDUCATION

EXECUTIVE SEARCH PROFILE



SAN JOSÉ STATE
UNIVERSITY



DIRECTOR OF DEVELOPMENT



San José State University and the Division of University Advancement invite nominations and applications for multiple Directors of Development..

THE UNIVERSITY

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. Its distinctive character has been forged by its long history, its location and its vision - a blend of the old and the new, the traditional and the innovative. Among its most prized traditions is an uncompromising commitment to provide for and support a faculty that is active in scholarship, research, technological innovation, community service and the arts.

SJSU grants bachelor's and master's degrees in 134 areas of study and now offers a joint Doctor of Nursing Practice (DNP) degree. 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 is accredited by the Western Association of Schools and Colleges. The 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.



THE UNIVERSITY *(continued)*

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.

MISSION

In collaboration with nearby industries and communities, SJSU faculty and staff are dedicated to achieving 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.



Vision 2017 – SJSU's Strategic Plan

San José State University envisions a bright future. Vision 2017 was determined collaboratively using input from the university community. The achievement of the strategic goals will be accomplished through the alignment of resources and most notably the hard work and dedication of its faculty, staff, students, and community members. The strategic framework will guide SJSU as it continues its pursuit of excellence.

Guiding Principles

A Strong and Unique Sense of Place – SJSU has a strong and unique sense of place, both physical and virtual, with modern learning spaces, gathering places and technology infrastructure. We create a welcoming, vibrant, and safe environment that fosters a sense of belonging and Spartan pride.





Guiding Principles (*continued*)

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.

Goals

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



BACKGROUND

In 2013, SJSU successfully completed “Acceleration,” the first comprehensive campaign in its 154-year history, to raise more than \$200 million for all seven of its colleges, the University Library, Student Affairs and Intercollegiate Athletics. The campaign focused on gifts from private individuals, corporations and foundations in support of four areas: Excellence in Teaching, Learning and Scholarship; An Investment in Students; The Gateway to Silicon Valley and Beyond; and, Support for Existing Programs. The University is preparing to embark on its next campaign, and seeks energetic and entrepreneurial fundraising professionals to join University Advancement.

DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to identifying, qualifying, cultivating, soliciting, and stewarding individuals capable of giving major gifts to the University. In support of these efforts, the Director of Development initiates, maintains and strengthens close working relationships with key academic leaders, campus administrators, various stakeholders, and University Advancement colleagues.

In addition, the Director of Development has the following responsibilities:

Prospect and Donor Engagement

- To actively manage a prospect/donor portfolio with annual goals for personal visits and fundraising outcomes based on established metrics;
- To develop and execute sound 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;
- To present and regularly review top prospect strategies with immediate supervisor and other key team members as appropriate;
- To work collaboratively with the leadership of Colleges, key university administrators and other stakeholders, offering them counsel on donor-centric cultivation and solicitation strategy, as appropriate;
- To work collaboratively with peers in Major Gifts as well as colleagues in Annual Giving, Planned Giving and Corporate and Foundation relations;
- To provide direction and support for volunteer leadership to maximize the College’s major gift fundraising potential;
- To focus on securing funding for designated priorities including academic programs, endowed chairs and professorships, scholarships, unrestricted support, facility renovations, new facilities and other specified priorities; and,
- To collaborate with stewardship colleagues with donor stewardship efforts particularly pertaining to assigned college/unit /project and help promote a culture of gratitude among internal and external constituents.



DUTIES AND RESPONSIBILITIES *(continued)*

Administration

- To effectively utilize the campus prospect management system to enter prospect/donor contact reports and other relevant data in a timely fashion;
- To prepare written donor cultivation and solicitation plans and proposals;
- To draft Memoranda of Understanding for gifts when appropriate and facilitate their processing;
- To collect and gather data for reports and inquiries as needed;
- To participate in staff, functional and strategy meetings including prospect review sessions, and attend conferences, seminars, and other development training as feasible and appropriate; and,
- To perform other duties as assigned.

Public Relations

- To engage in campus and community activities relevant to the fundraising mission of the University;
- To coordinate with Marketing and Communications in the development of collateral as appropriate for fund raising purposes; and,
- To contribute donor recognition, stewardship, and other appropriate information for campus publications.

QUALIFICATIONS

The University seeks enthusiastic, dynamic, resilient and creative professionals to join the Division of University Advancement. The successful candidates will have three years of progressively responsible experience in fundraising, or a comparable field. Fundraising experience in a capital or comprehensive campaign setting, preferably at an institution of higher education, is highly desired. He or she will possess a Bachelor's degree from a regionally accredited institution of higher education, with an advanced degree preferred.

In addition, he or she will have demonstrated experience developing donor- (or client-) centric solicitation strategies leading to closing five- to seven-figure gifts (or accounts); engaging and supporting volunteer leadership in fundraising efforts; demonstrated skill in making cold calls and evidence of strong written and oral communication skills.

The University seeks the following strengths and skills in the Director of Development:

- Strong initiative, attention to detail and organization, self-motivation, and ability to work as part of a collaborative team;



QUALIFICATIONS *(continued)*

- Unquestionable integrity and commitment to professional ethics, and the ability to responsibly handle sensitive and confidential information with discretion;
- Skills in successfully managing multiple projects on tight deadlines and under pressure in a dynamic and open environment;
- A spirit of flexibility and a strong customer service ethic;
- Proficiency in Microsoft Office Suite and experience utilizing fundraising database programs;
- Deep appreciation and understanding of the academic enterprise and the ability to articulate academic values internally and externally;
- Experience interacting with individuals from diverse backgrounds;
- Effective utilization of the campus prospect management system to enter prospect/donor contact reports and other relevant data in a timely fashion;
- Preparation of written donor cultivation and solicitation plans and proposals, and drafting of Memoranda of Understanding for gifts when appropriate and facilitating their processing;
- Collection of data for reports and inquiries as needed;
- Participation in staff, functional and strategy meetings including prospect review sessions, and attendance of conferences, seminars, and other development training as feasible and appropriate; and,
- Performance of other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. It is the policy of SJSU to provide reasonable accommodations for qualified persons with disabilities.



APPLICATION PROCEDURES

To ensure full consideration, applications are due by **May 2, 2014**, when screening will begin. To be considered, candidates should e-mail, as Microsoft Word or Adobe Acrobat attachments, the following: 1) a cover letter that addresses the position responsibilities and qualifications listed above; 2) a current resume; and 3) the contact information for three professional references to SJSUDevelopment@rherry.com.

FOR FURTHER INFORMATION, PLEASE CONTACT:

DR. JOSEPH FINK, *Senior Consultant*

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MR. PAUL G. DOEG, *Chief Operating Officer*

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POLICY

R. H. Perry & Associates is committed to the highest standards of professionalism in all dealings with candidates, sources, and references. We fully respect the need for confidentiality and assure interested parties that their background and interests will not be discussed without consent of the applicant prior to her or his becoming a candidate.

SJSU is an Equal Opportunity/Affirmative Action 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 applicable federal and state laws. Reasonable accommodations will be provided for qualified applicants with disabilities who self disclose.

Additional information about San José State University can be found at:

www.sjsu.edu

