



Position Specification

Chief Operating Officer

The Tower Foundation

San Jose State University

February 2020

RANDALL SEARCH ASSOCIATES
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POSITION SPECIFICATION

Tower Foundation

Position: Chief Operating Officer

Reports to: VP for University Advancement and CEO of the Tower Foundation

Location: San Jose, California

THE ORGANIZATION

San Jose State University (SJSU) is a comprehensive public university located in San Jose, California, the third largest city in the state. Founded in 1857, SJSU is the oldest public college or university on the West Coast. The founding campus of the 23-campus California State University system, San Jose State provides a comprehensive university education, granting bachelor's, master's and doctoral degrees in 145 areas of study with an additional 108 concentrations — offered through its nine colleges.

With approximately 36,000 students and nearly 4,370 employees, San Jose State University continues to be an essential partner in the economic, cultural and social development of Silicon Valley and the state, annually contributing about 10,000 graduates to the workforce.

The university's 154-acre metropolitan campus, the fifth largest in the CSU system, is at the epicenter of Silicon Valley, the global hub of technology innovation and America's leading patent-generating region. This provides an exceptionally rewarding learning environment for students. Technology and other firms in Silicon Valley employ more graduates from SJSU than from any other university in the nation. In fact, San Jose State alumni comprise the largest share of Apple's workforce of any college or university. Further, the number of SJSU alumni employed at the top five technology companies in the Valley consistently ranks in the top three. Silicon Valley firms regularly seek SJSU students for internships, summer work programs and for assistance with research and development projects.

Since the arrival of President Mary A. Papazian in 2016, San Jose State has experienced a transformational shift in culture and momentum as it seeks to become a pre-eminent urban public university. With record-breaking enrollment and a renewed commitment to excellence in teaching and research, SJSU is well positioned to grow and innovate while strengthening its connection to the Silicon Valley community and to fulfilling its social justice mission of access and equity.

A Campaign for the Future: Investing in Extraordinary People

In 2013, SJSU successfully completed "Acceleration," the first comprehensive campaign in its 154-year history. The university has recently completed a comprehensive and inclusive strategic planning process with input from the university and other communities and collaboration with nearby industries. The 10-year plan, [Transformation 2030](#), lays the groundwork for unparalleled growth, ensuring a dynamic future for SJSU as a leading 21st Century urban public university recognized nationally and internationally for the quality of its academic programs and research and the applied learning and educational access opportunities it provides to students.

To help realize its vision for the future, SJSU will soon embark on a major comprehensive campaign, the most ambitious private fundraising effort in its 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, it will seek increased support for endowed chairs and professorships, graduate fellowships and undergraduate scholarships as well as for program initiatives that improve the quality of student life and the teaching and research mission of the university.

THE POSITION

Part of the [University Advancement Division](#), the Tower Foundation is San Jose State's auxiliary organization dedicated solely to philanthropy. Tower assists with the development, investment, administration and banking of all SJSU philanthropic donations. The Tower Foundation subscribes to the [Donor Bill of Rights](#).

The foundation seeks an experienced and innovative professional to serve as its Chief Operating Officer (COO). Reporting to the Vice President for University Advancement and the CEO of the Tower Foundation, the COO is a key member of the VP's leadership team and an active participant in making strategic decisions involving SJSU's fundraising program. The COO provides operational vision and direction to the foundation and oversees advanced accounting and financial analysis, investments, endowment administration and stewardship, gift and grant administration and stewardship, audits, accounts receivable and accounts payable.

The COO serves as the secretary of the foundation board and manages all activities related to it. S/he prepares and tracks performance of the foundation's budget and provides administrative oversight for University Advancement projects funded through Tower. The COO will manage a team of nine and ensure that the foundation meets its obligations to Tower and University Advancement employees. The COO will ensure the effective use of financial resources in a manner consistent with the mission and values of SJSU, supporting key objectives of increasing revenue, controlling expenses, improving giving and donor retention rates, and attracting new donors and new gifts.

RESPONSIBILITIES

Tower Board Administration

- Manage and serve as staff liaison to the Tower board of directors, including board development and continuing education. Prepare agenda and materials for board committees
- Identify potential new members; select cohorts or groups of potential new directors for further research, present to VP/CEO
- Serve as secretary of the corporation
- Track board member engagement and ensure compliance with applicable laws

Tower Foundation Administration

- Develop and administer appropriate policies and effective procedures in support of University Advancement. Ensure compliance with federal, state, CSU system policies and regulations
- Analyze and monitor Tower's financial position, using generally accepted and prudent financial models and tools. Provide counsel to and recommend actions to the CEO/VP
- Oversee coordination of financial statements and corporate tax returns as well as preparation for external and CSU audits
- Oversee foundation budget. Track performance and report results to the board of directors
- Provide support to University Advancement regarding reviewing and making recommendations for gift instruments and structures. Provide strategic guidance on corporate and foundation gifts and unusual / nonmonetary gifts
- Through continuing education and networking with peers, remain up to date on nonprofit fiscal management best practices and applicable state and federal laws
- Serve as the staff expert for non-cash gifts as well as complex gift arrangements, staying in regular communication with development officers, attorneys and/or donors

Endowment Accounting

- Oversee the SJSU endowment, accounting for additions, monitoring investment performance, portfolio balancing, and reconciliations

- Provide direction and messaging for communication of investment performance and endowment strategies to campus stakeholders, donors and stewardees
- Ensure donor intent is met, suggest and implement strategies to improve compliance with evolving laws and professional standards

Administrative Oversight for Tower-Funded Projects, Investments and Nonmonetary Gifts

- Provide fiscal and operational oversight for major projects that are supported by Tower funding, as directed by the VP/CEO
- Assume responsibility for oversight and resolution of donor-led or funded projects
- Ensure appropriate spending and that Tower and university controls are followed
- Provide regular reporting on expenditures and progress to the CEO/VP

Human Resources

- Manage and provide support and guidance to a team of nine professionals, including the foundation's controller, human resources manager, grants manager and senior endowment accountant
- Oversee Tower's overall HR functions. Ensure human resources functions comply with foundation policies, state and federal laws and CSU policies and guidelines
- Manage Tower Foundation risk management; ensure appropriate insurance coverage to protect the foundation from risk

CANDIDATE QUALIFICATIONS/EXPERIENCE

Education:

A Bachelor's degree in accounting, finance or a related field. CPA or MBA preferred.

Experience:

- A minimum of eight to ten years of experience with at least five years in a managerial role leading finance, operational and governance areas of a nonprofit, philanthropic or educational organization
- Experience leading, managing and mentoring a team
- Experience with and strong knowledge of generally accepted accounting principles for governmental and not-for-profit organizations
- Experience creating and editing internal and external financial statements
- Experience with federal and state law including those related to taxation issues for not-for-profit organizations as well as those relating to charitable giving
- Experience reviewing and communicating investment goals and performance to boards, staff members and organizational leadership
- Experience administering charitable grants, including legal and reporting requirements, donor stewardship and managing any intellectual property issues
- Experience implementing investment strategies and portfolio balancing, investment reconciliation, and evaluating fund manager performance
- Experience with philanthropic board best practices

COMPETENCIES/ATTRIBUTES

The successful professional will have or be:

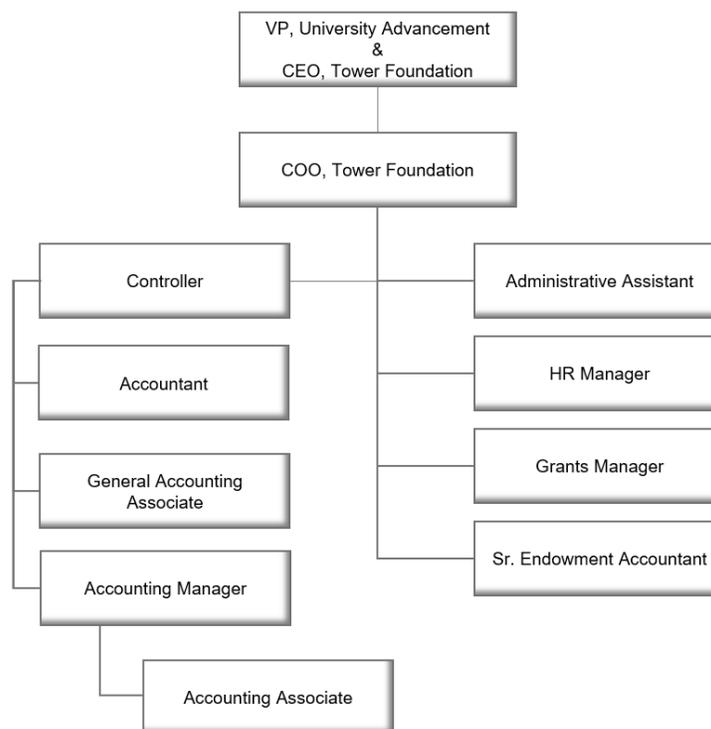
- Ability to analyze complex legal requirements and determine the appropriate cost-effective actions to take
- A comprehensive understanding of employee compensation and job classification policies

- Thorough knowledge and understanding of federal and state legal requirements for corporations and not-for-profit organizations that affect the foundation
- A high level of initiative, attention to detail and strong organization skills
- Strong self-motivation and ability to work as part of a collaborative team
- Demonstrated analytical, research, written and oral communication skills
- Understanding of legal and ethical requirements related to donor intent
- Unquestionable integrity and commitment to professional ethics, and the ability to responsibly handle sensitive and confidential information with discretion
- A creative team member with a clear commitment to the mission of the organization
- Strong interpersonal skills and expertise coalescing support from internal and external customers from diverse backgrounds

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 send resume to or 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, creed, religion, ancestry, sex, gender, gender identity, gender expression, genetic information, pregnancy, sexual orientation, age, medical condition, military service, veteran's status, marital status, national origin, physical or mental disability, or any other status protected by federal, state or local laws. Reasonable accommodations will be provided for applicants with disabilities who self-disclose.