



CAREER OPPORTUNITY

Make San José State University Your University of Choice

Position Information

Posting Date: August 24, 2007
Working Title: Director of Development – 3 positions
Reporting Unit: Development, University Advancement
Requisition Number: 13078
Hiring Range: Commensurate with experience
Excellent Benefits Package: [Management Personnel Plan\(MPP\) Benefits Summary](#)
First Screening Date: Open until filled
Position Classification: Classified within the Management Personnel Plan

About the Position

The Development Unit within University Advancement is responsible for all activities related to the generation and stewardship of philanthropic support for San José State University. These activities include major gifts, annual giving and special gifts, charitable gift planning, corporate and foundation giving, as well as individual giving initiatives undertaken through the university's seven colleges, the library, and the division of student affairs.

Supervised by the Executive Director for Development, this position develops and implements fund-raising strategies to secure philanthropic support for San José State University fund-raising priorities identified by the University President in collaboration with the Office of Development and Alumni Relations in the Division of University Advancement. The Director of Development responsibilities include but are not limited to identifying, qualifying, cultivating, soliciting, and stewarding major/individual, corporate and foundation prospects for the University and other fund-raising projects as assigned by the Executive Director of Development.

Additional duties include, but are not limited to:

- Develop and implement appropriate identification, cultivation, and solicitation and stewardship strategies for major gifts prospects and donors for the university at large.
- Personally solicit prospects and donors on a regular basis in accordance with fundraising goals set by the Executive Director for Development.
- Provide support to volunteer committees and individual volunteers, overseeing special events, developing proposals, coordinating meetings, as assigned by the Executive Director for Development.
- Participate fully as a member of the Development staff to coordinate solicitations of individuals, foundation, and corporate prospects.
- Draft Memoranda of Understanding for gifts when appropriate and facilitate their processing.
- Serve as the liaison with university and community groups to share information about San José State University.
- Coordinate with Public Relations in the development of university collateral materials when appropriate for fund raising purposes.

Qualifications

A bachelor's degree from an accredited institution is required; an advanced degree is preferred plus 3 years of related experience. Development experience in a higher education setting is highly desired, although consideration will be given to significant experience and success in other profit or non-profit sectors. Demonstrated successful experience in personal major donor cultivation and solicitation and managing relationships of donors and volunteers is preferred.

The ideal candidate will possess the following knowledge, skills, and abilities:

- Knowledge of fundraising programs, including individual, corporate and foundation gifts, planned giving, and a thorough understanding of gift management and stewardship.
- Strong public relations and interpersonal skills.
- Knowledge of information technology to support advancement programs.

- Outstanding oral and written communication skills and the ability to write reports and business correspondence.
- Ability to interpret technical procedures and/or regulations.
- Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Strong customer service skills.
- Ability to be an effective team player.

Required Application Material

- Résumé
- Letter of interest
- SJSU Employment Application: [PDF version](#) [MS Word version](#)

Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

Equal Opportunity Statement

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 applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report](http://www.sjsu.edu/safetyreport) (www.sjsu.edu/safetyreport)

Contact Information

[Human Resources](http://www.sjsu.edu/hr) (www.sjsu.edu/hr)

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University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.