



# CAREER OPPORTUNITY

Make San José State University Your University of Choice

## Position Information

Posting Date: June 5, 2008  
Working Title: Development Officer – 2 positions  
Reporting Unit: Development, University Advancement  
Requisition Number: 13380  
Salary Range: \$5,830 - \$9,393/month  
Hiring Range: \$5,830 - \$6,100/month  
Excellent Benefits Package: [California State University Employees Union\(CSUEU\) Benefits Summary](#)  
First Screening Date: June 19, 2008  
Applications received after the first screening date will be considered at the discretion of the University.  
Position Classification: Administrative Analyst/Specialist – Exempt III  
Bargaining Unit: California State University Employees Union

## About the Position

The Development Unit within University Advancement is responsible for the overall goals, work plan and implementation of private support activities. These activities include 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, the division of student affairs and intercollegiate athletics.

Reporting to the Senior Director of Development for the Davidson College of Engineering or the College of Business, the Development Officer implements fundraising strategies to secure philanthropic support for the University's fundraising priorities specific to engineering or business. The Development Officer will identify, qualify, cultivate, solicit, and steward major/individual, corporate and foundation prospects for the designated college and other fundraising projects assigned by the Senior Director of Development.

Responsibilities include, but are not limited to:

- Maintain an annual portfolio of major donor prospects and actively engage in personal visits.
- Implement appropriate identification, cultivation, solicitation and stewardship strategies for major gifts prospects and donors for the college
- Personally solicit prospects and donors on a regular basis in accordance with fundraising goals set by the Senior Director of Development for the assigned college.
- Provide support to volunteer committees and individual volunteers, overseeing special events, developing proposals, and coordinating meetings
- Draft Memoranda of Understanding for gifts when appropriate and facilitate their processing

## Qualifications

A bachelor's degree and/or equivalent training and experience is required, plus six years of experience related to fundraising, sales/marketing, business development, and/or other administrative work. Experience in higher education fundraising is preferred. Demonstrated experience in personal major donor cultivation and solicitation is desired.

### Knowledge, skills and abilities

- Thorough understanding of fundraising programs, including individual, corporate and foundation gifts, and knowledge of gift management and stewardship
- Strong public relations and interpersonal communication skills
- Outstanding oral and written communication skills and the ability to write reports and business correspondence
- Ability to effectively present information and respond to questions from groups of managers and customers
- Ability to be an effective team player
- Strong customer service skills

## 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](http://www.sjsu.edu/safetyreport))

## Contact Information

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

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Phone: 408-924-2250 • Fax: 408-924-2257 • Email: [hrsg@sjsu.edu](mailto:hrsg@sjsu.edu)

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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.