

## **Director, Beach Vanguard**

**Job No:** 517087

**Work Type:** Staff, Management (MPP)

**Location:** Long Beach

**Categories:** MPP, Administrative, At-Will, Full Time

### **Job Summary**

Cultivates, solicits, and stewards 49er Foundation, Alumni Council, and President's Council board members in their role as key university donors. Cultivates, solicits, and stewards "University Citizen" donors — those with repeated major gifts across multiple areas of the university. Provides management support for the president's and vice president's donor portfolios. Manages special projects and initiatives.

### **Key Responsibilities**

- Cultivation, solicitation, and stewardship of key university donors
- Management support for the president's and vice president's donor portfolios
- Management of special projects and initiatives

### **Knowledge, Skills, and Abilities**

The incumbent will be required to travel off-campus and be general competent in the use of contemporary office equipment. Occasional event and weekend work assignments. Must use personal automobile for travel to off-campus fundraising activities and meetings.

Ability to communicate with an ethnically and culturally diverse campus community. Ability to follow all university policies, procedures, and guidelines including but not limited to safety, civility, information security, and non-discrimination policies and procedures. Ability to contribute to a positive university experience for each and every student, and assist in achieving the university's commitment to a "vision of excellence."

### **Education and Experience**

A bachelor's degree and a minimum of five (5) years of successful major-gift fundraising experience is required.

### **Licenses / Certificates**

Valid CA driver's license is required.

### **Department**

Leadership & Legacies

### **Compensation**

The hiring range for this position is \$79,068 to \$118,608, commensurate with qualifications and experience.

**Classification**  
Administrator II

**Benefits**

This is a management level position with an attractive benefits package, which includes a vacation accrual rate of 16 hours per month, and excellent choice of medical, dental, and vision insurance, long term disability coverage, life insurance, educational fee waiver, and retirement benefits.

**Application Procedures**

Click Apply Now to complete the CSULB Online Employment Application.

**Additional Information**

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily and is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

Due to the nature of this position, current CSULB employees are subject to a criminal record check unless they have successfully completed a criminal background check through CSULB within the past 12 months.

California State University Long Beach expects respectful, professional behavior from its employees in all situations. Acts of harassment or abusive conduct are prohibited. Demonstrated appropriate professional behavior, treating others with civility and respect, and refusing to tolerate abusive conduct is expected of all employees.

**CSU Vaccination Policy**

The CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement as a condition of employment. The system wide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/> and questions may be sent to COVID19-Staff-Info@csulb.edu.

### **Out of State Employment Policy**

California State University, Long Beach, as part of the CSU system, is a State of California Employer. As such, the University requires all employees upon date of hire to reside in the State of California.

As of January 1, 2022 the <https://calstate.policystat.com/policy/10899725/latest/> prohibits the hiring of employees to perform CSU-related work outside the state of California.

### **Equal Employment Statement**

CSULB is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to race or ethnicity (including color or ancestry), nationality, religion or religious creed, gender (or sex), gender identity (including transgender), gender expression, sexual orientation, marital status, disability, medical condition, genetic information, age, veteran or military status. CSULB is an Equal Opportunity Employer.

To view the University's Annual Campus Crime Report go to:  
<http://daf.csulb.edu/offices/ppfm/police/statistics/index.html>. Copies of the report are available upon request. To request a copy, contact the University Police Department at (562) 985-4101.

### **Conflict of Interest**

The duties of this position will include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

**Application Closes:** Aug 21, 2022 (11:55 PM)

**To apply, visit <https://apptrkr.com/3286002>**

Copyright ©2022 Jobelephant.com Inc. All rights reserved.

<https://www.jobelephant.com>