

Job Level	Director of Development for the College of Natural Sciences	Management Level I
Problem Solving	<ul style="list-style-type: none"> * Oversee major-gift fundraising, and overall development efforts, in several distinct areas: Biology, Biochemistry and Molecular Biology, Chemistry, Computer Science, Mathematics, Physics, Psychology, and Statistics. * Identify, qualify, cultivate, solicit, and steward regional alumni and friends capable of \$50,000 and above gifts using a carefully planned moves management system and is responsible to understand and execute the Donors Bill of Rights. * Analyze and provide data to college leadership using appropriate demographic information for prospect identification, qualification, engagement, and solicitation. * Solve donor related issues that arise quickly and effectively, understanding when to bring any given situation to leadership. * Manage oversight of the college fundraising team including budgeting, program direction, policy oversight and development as well as supervision. 	<ul style="list-style-type: none"> ▪ Teams work within prescribed rules, guidelines, and policies and work is often transactional/ routine/cyclical in nature.
Interaction/ Communication	<ul style="list-style-type: none"> * This position will train, direct and manage a dynamic CNS development team. * Reports to and is supervised by both the CNS Dean and the CSU Associate Vice President for Philanthropic Operations. * Participates as a member of the Dean's Executive Council leadership team. * Supervise and conduct performance reviews for staff. Monitor the quality of work, motivate, support, and ensure accuracy of project responsibilities. 	<ul style="list-style-type: none"> ▪ Adapts communication styles to differing audiences.
University Impact	<ul style="list-style-type: none"> * Responsible for providing the vision and direction for a comprehensive team-oriented, college development and alumni relations program designed to increase financial support from alumni, friends, foundations and corporations for CNS programs and services and involve appropriate college faculty in the process. 	<ul style="list-style-type: none"> ▪ Department/unit focused. ▪ Work provided by the team has short-term (within one year) impact by nature. ▪ Directs the application or existing principles.
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Responsible for allocating, tracking, and managing a \$300,000+ operating budget and with the guidance of the Associate VP will create the budget as needed. * Responsible for securing funding for college and university priorities. These priorities are often multi-million dollar projects and may be interdisciplinary in scope. * Responsible to execute and maintain a minimum of 120 individual fundraising or prospective donor visits, 24 proposals per year, with an expectation of \$1,000,000 raised in the first year and then incrementally more in subsequent years. * Responsible for achieving agreed upon annual fundraising goals, averaging \$7M+ annually. 	<ul style="list-style-type: none"> ▪ Takes action to monitor costs of work team. ▪ May contribute to the department's fiscal management.
People Management	<ul style="list-style-type: none"> * 4 full-time AP employees: Associate Director of Development, Assistant Director for Foundation and Corporate Relations, Assistant Director for Donor Relations and Stewardship, and Donor Relations and Stewardship Coordinator. 	<ul style="list-style-type: none"> ▪ Manages teams typically comprised of technical / administrative support roles that are homogeneous in nature. ▪ May have people management responsibility for pay reviews, performance management, and resource planning.