

Job Level	Assistant Director Development, Foundation & Corporate Relations	Professional Level I
Oversight Received	<ul style="list-style-type: none"> * Responsibilities include identification, strategic cultivation, solicitation, stewardship, and other activities related to seeking corporate and foundation investments in the College and the University. This position reports directly to the Executive Director of Development for the College of Natural Sciences (EDoD CNS). * Having a great deal of interaction between external and internal constituents, the Assistant Director of Development is responsible for communicating complex concepts on a regular basis that impact multiple departments in the College of Natural Sciences and university wide 	<ul style="list-style-type: none"> • Close supervision • Frequent monitoring of work
Problem Solving	<ul style="list-style-type: none"> * Decisions regarding style, flow, information accuracy, grammatical correctness, clarity and overall writing or editing of content of much of the external communication authored by the CSFS * Project management pertaining to one-time, unique communications efforts such as digital apps, special focus communication efforts and video scripts. * All planning and implementation activities to engage the media to generate positive public visibility for the CSFS plus any follow-up actions * Develop cultivation and solicitation strategies for new and previously identified local and national corporate and foundation prospects, working in collaboration with other staff in Corporate and Foundation Relations to shape and implement strategies. * Support the Executive Director of Development with scheduling internal meetings, creating and pulling reports, presentations, administrative issues, and other special initiatives. 	<ul style="list-style-type: none"> • Recurring problems with defined solutions
Interaction/Communication	<ul style="list-style-type: none"> * Prepare documents such as budgets, scientific work plans, and research proposals. In consultation with other affected units at the University, ensure that the documents align with the policies and procedures set by the University. * Train Development Assistant (student) in College of Natural Sciences Development office procedures and etiquette. 	<ul style="list-style-type: none"> • Communication typically with those familiar with occupational discipline
University Impact	<ul style="list-style-type: none"> * Plan, organize, and execute cultivation and stewardship events including, but not limited to, corporate events at CSU and corporate facilities, Scholarship Luncheon, Emeritus Faculty Breakfast, and CNS Faculty and Staff Donor Reception. 	<ul style="list-style-type: none"> • Acquiring knowledge of University policies and systems • Impact limited to immediate work team
Typical Education	<ul style="list-style-type: none"> * Bachelor's Degree in science, business, communications, liberal arts, nonprofit management/public administration or related field. * Minimum of three years of experience in grant writing, fundraising or administration in higher education or similar organization. 	<ul style="list-style-type: none"> • May require a Bachelor's degree