Job Level	Assistant Vice President, University Advancement Engagement	Senior Management Level I
Problem Solving	* Provides strategic design and direction in developing, implementing and enhancing a best-in-class CSU constituent experience that encompasses philanthropic communications, donor engagement and recognition, gift stewardship and accountability, and the creation of events, programs and relationship-building activities. * Utilizes qualitative and quantitative analysis to assess metrics associated with the constituent experience to enhance and revise programs, identify efficiencies, and improve central advancement support systems that contribute to the success of CSU's fundraising priorities and community-building goals. * The AVP will make regular, real-time decisions regarding events and communications in which the Chancellor and President is participating and through which the public reputation of the University is at risk. * Conceives and directs the implementation of engagement and communication strategies designed to help realize CSU's philanthropic goals in support of fundraising priorities.	▪ Problems are often not clearly defined and fundamental principles may not apply. ▪ Solutions must take into account future considerations.
Interaction/ Communication	* As Special Aide to the Chancellor and President, manages the Chancellor and President's participation in CSU-sponsored events, determining participation in alignment with leadership priorities and availability, representing them in the development of experiences and providing direction to staff in executing events to achieve established goals and ensure strict adherence to protocol. * Provide advance briefings to the Chancellor and President, the VP for University Advancement and other leadership as needed. Ensure the Chancellor and President is appropriately staffed at events. * Develop and maintain relationships across University Advancement, the Colleges and units, and other internal partners (External Relations, President's Office) in order to promote collaboration and enhance coordination in support of the constituent experience, donor recognition and engagement, gift stewardship and accountability and philanthropic communications. * Develops relationships with donors, alumni and the campus community. * Represents reporting units to the Vice President for University Advancement, division team members, campus partners and other University leadership as appropriate, communicating plans and priorities, reporting on activities and accomplishments, and advocating for support as necessary to achieve agreed-upon outcomes.	▪ Typically reports to a department head. ▪ Reconciles multiple stakeholder views.

University Impact	* The Assistant Vice President (AVP), University Advancement Engagement (AVP) serves as a member of the University Advancement Executive Team, reporting directly to the Vice President for University Advancement. * The AVP's ultimate responsibility is to provide administrative oversight and inspirational leadership for reporting units, including CSU Events, Donor Relations & Stewardship, Presidential Engagement and UA Communications designing, guiding and executing on the strategies essential for maintaining and growing CSU's culture of philanthropy through exceptional constituent engagement, donor experience and alumni and donor communications. * As a member of the VP's Executive Leadership Team, the AVP contributes to the overall direction of the Advancement Division in areas specific to his/her area of responsibility as well as division wide areas, such as strategic planning, goal setting, reporting, messaging, budgeting, volunteer/board management, and community engagement.	▪ Translates strategy into operational processes. ▪ May provide input into strategy of the department or function. ▪ Must be head of a department as defined and assigned by the University for Director designation.
Financial/ Budget Responsibility	* Provides budget planning and management for University Advancement Engagement and its four distinct program areas, totaling more than $3 Million annually.	▪ May develop and manage a budget.
People Management	* The AVP provides inspirational leadership and management for four distinct program areas, with supervision of 25+ professional staff. * Administers regular performance evaluations, provides training, mentorship and coaching, and encourages team members in the achievement of individual, departmental and division goals.	▪ Manages teams of primarily professional roles; may supervise project management levels. ▪ People management responsibility for pay review, performance management and resource planning.