

Job Level	Managing Director of Strategic Engagement	Proj/Prog Management Level II
Oversight Received	<ul style="list-style-type: none"> * This position reports to the Assistant Vice President of University Advancement Engagement. * Provides a persuasive direction for the department's donor engagement strategy and event management services to CSU Colleges and Units. Oversees the design of policies, procedures and practices to effectively and consistently deliver world-class service to campus-partners and guests while advancing constituent relationships in accordance with University goals. 	<ul style="list-style-type: none"> ▪ Works independently with high-level oversight
Problem Solving	<ul style="list-style-type: none"> * Oversee and direct the team's responsibility for a portfolio of more than 250 donor engagement experiences annually. * Responsible for integrating information from multiple sources, preparing reports and performing analysis for the purpose of supporting and promoting efficiency and success. * Develops, implements and regularly evaluates event and donor engagement strategy, as well as campus-partner relationship management policies, practices, processes and tools to be used consistently throughout the department. Provides ongoing training to both the team and campus-partners to achieve desired outcomes. * Collaborates with the UA Engagement Leadership Team in the development and execution of engagement strategy, experience design and communications for top donors, donor communities and Presidential/Executive audiences. * Manages timelines and responsibilities for several different projects at once, often resulting in quick and decisive solutions each day. Will trouble-shoot and resolve issues regarding scheduling conflicts, event services, and technology. * Sets strategy for the planning and development of University-wide collaborative programming efforts, including but not limited to: Commencement, 1870 Dinner (donor recognition), President's Gala (donor recognition), Rocky Mountain Showdown, Homecoming & Family Weekend, and Celebrate! Colorado State recognition efforts. * Proactively identify and provide resolution to issues related to the collaborative function of teams, the safety and overall experience of guests, fiscal responsibility to the University, and the efficacy of programming components. * Applies appropriate policies, regulations, and procedures as required by the Division of University Advancement, University, CSU System, and State of Colorado. * Knowledge of Advance database with the expertise of tracking gifts, donor contact reports, proposals, unit effort and the ability to pull ad hoc reports. 	<ul style="list-style-type: none"> ▪ Provides recommendation on analysis, project identification, design, communication, and integration of programs ▪ Identifies and helps develop solutions to mitigate project/program hurdles and pitfalls ▪ Manages University-wide programs, initiatives, or projects
Interaction/Communication	<ul style="list-style-type: none"> * Provides leadership direction to the team and Division of University Advancement staff in the development of effective donor engagement practices that promote CSU's fundraising goals. * Provides leadership direction to the University community in the production of large-scale event experiences in accordance with appropriate University policy. Participates in the development, communication and implementation of related policies, risk management and guest experience protocols. * Facilitates relationships with donors, potential donors, upper level university administration, and university personnel by providing accurate information, problem solving techniques and strategies, and by identifying university-wide areas for alumni, community and donor engagement. 	<ul style="list-style-type: none"> ▪ Single point of contact for programs, initiatives, or projects

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University Impact	<ul style="list-style-type: none"> * The Managing Director of Strategic Engagement participates as an active member of University Advancement Engagement, leading and supervising the CSU Events & Strategic Engagement team and providing oversight to daily operations, campus-partner services and production of experiences strategically designed to engage constituents in the life of the University. This position leads the campus-partner services team; manages departmental operations and signature event budgets totaling \$1 Million+; collaborates with the Assistant Vice President with strategic planning and the creation of annual goals and metrics; and provides leadership to the University community in establishing goals for, planning and evaluating highly visible, University-wide productions. 	<ul style="list-style-type: none"> ▪ Impact of programs is medium to long-term duration ▪ Program participation tends to be required
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Responsible for allocation of an operations and programming budget totaling more than \$1M annually. Responsibilities include effective stewardship of donor funds, and reconciliation and reporting to the Office of the Provost & Executive Vice President and University Advancement Executive Team * Ensures prudent management in alignment with State of Colorado procurement policies and guidelines. 	<ul style="list-style-type: none"> ▪ Manages program budget ▪ Program budget is small to medium
People Management	<ul style="list-style-type: none"> * Full authority to supervise a total of 8 FTEs; titles include Specialist, Manager, Assistant and Associate Directors who provide event management, donor engagement strategy and guest relations management to the department's portfolio of client-partners. * Fully responsible for pay reviews and evaluations of employees, including recommendations for salary, promotion and career development. 	<ul style="list-style-type: none"> ▪ May have people management responsibility for pay reviews, performance management, and resource planning