

The Bulldog Foundation

DIRECTOR OF DEVELOPMENT / ASSISTANT ATHLETICS DIRECTOR

JOB ANNOUNCEMENT #23-529

POSITION SUMMARY:	<p>Full-time, benefited position through The Bulldog Foundation. The Bulldog Foundation (BDF) is the fundraising arm of Fresno State Athletics and provides Bulldog alumni, fans, and friends the opportunity to support Fresno State student-athletes.</p> <p>Reporting to the Senior Associate Athletics Director for Development, the Director for Development is responsible for development activities for major gifts for capital projects, specific sports, endowment fund, and annual gifts to the Scholarship Fund. This position will oversee the organization and stewardship of all annual donors at the \$10,000 level and above (Top 125).</p> <p>This position will also serve as the main point of contact for the development staff in tracking all major gift campaigns. Additionally, the Director of Development will assist in the marketing efforts for other fundraising and ticket sales efforts. This position will be expected to identify and qualify new prospective donors, establish strong corporate relationships, provide stewardship to current athletic donors, and play a large role in major gift fundraising efforts. The Director for Development will also supervise the Associate Director of Development and the Development Officer in the Bulldog Foundation.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Senior Associate Athletics Director for Development, the Director of Development is responsible for the following typical duties, but are not limited to the following:</p> <ul style="list-style-type: none">• Coordinate and track major gift fundraising efforts by the Bulldog Foundation, including capital projects and the annual fund.• Supervise and evaluate the Associate Director of Development and Development Officer.• Lead the coordination of the identification, cultivation, solicitation and stewardship of donors in the “Green V Society” (\$10,000+) and “Meyers Champions Circle” donors.• Act as a major gift fundraiser, identify and cultivate prospective donors, solicit major gifts and steward major gift donors.• Aggressively identify and formally qualify new prospects and existing donors through personal visits, phone calls, correspondence, events and university activities to meet fundraising objectives.• Manage a portfolio of primarily new/discovery prospects.• Create written proposals and case statements for solicitation of individuals and organizations. Coordinate clearance with other development officers and administrators.• Conduct stewardship, including gift acknowledgements/thank you correspondence, recognition, communications, and special events for “Green V Society” and “Meyers Champions Circle” donors.• Collaborate with development staff, coaches, faculty, program directors, other university administrators, and volunteers to identify, qualify, cultivate, and solicit prospective donors.• Identify, cultivate, and solicit major gifts: Regularly meet and communicate with potential donors; Rank and prioritize potential donors; Listen to passions of potential donors and further engage them; Collaborate with athletic and campus colleagues to strategize, then solicit potential donors for gifts; Thank donors promptly and continue appropriate stewardship of them.• Perform special duties and projects as requested by the Director of Athletics and the Senior Associate Athletics Director. <p>Secondary duties of the job include:</p> <ul style="list-style-type: none">• Serve as an athletics department major gift officer for Fresno State. Assist with marketing, public relations, and ticket sales efforts. Regularly communicate and meet with donors and prospective donors to Fresno State Athletics. Meet annual goals of attracting an increasing number of gifts to the Bulldog Foundation. Establish and maintain corporate relationships to increase donation levels, season tickets, and corporate marketing opportunities. Help ensure effective communication among development staff.

	<ul style="list-style-type: none"> • Develop and implement a comprehensive prospecting plan for university alumni, with an emphasis on identifying and qualifying prospective donors who are potential high-end annual (\$2,500+) and major gift (\$100K+) prospects using tools provided by the Office of Prospect Management and Analytics. • Other duties as assigned.
QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p>Required Qualifications:</p> <ul style="list-style-type: none"> • Bachelor's Degree required • Two (2) to three (3) years collegiate athletics development, preferably within a Division I institution • Experience managing a major gift donor portfolio • Excellent oral and written communication skills • Knowledge of NCAA rules and regulations • Proficient with Microsoft Office <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Master's Degree preferred • Experience working Advance and Paciolan donor and ticketing software
SALARY/BENEFITS:	\$6,000.00 - \$6,666.67 per month. Salary and job title will be commensurate and competitive with experience and qualifications. Benefits include medical, dental, vision, retirement, life insurance, vacation, sick leave, and holiday pay. Employer will assist with relocation costs.
FILING DEADLINE:	Application review begins October 13, 2023; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/ for job announcement and application. Applications may be mailed, emailed, or faxed to:</p> <p>The Bulldog Foundation PO Box 26267 Fresno, CA 93711-6267 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: bulldogfoundation@mail.fresnostate.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by The Bulldog Foundation. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER