**The Bulldog Foundation**

**ASSOCIATE DIRECTOR OF DEVELOPMENT – MAJOR GIFTS**

**JOB ANNOUNCEMENT #22-337**

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**POSITION SUMMARY:**

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.

Serve as a representative of the Bulldog Foundation and Fresno State Athletics. Specifically, responsible for development activities as a staff member of the Bulldog Foundation. Responsible for identifying, prospecting, soliciting and stewarding both major gifts ($25,000) and annual scholarship fund donors. This position will be expected to identify new major gift donors, establish strong corporate relationships, and provide stewardship to current athletic donors.

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**ESSENTIAL JOB FUNCTIONS:**

Under the supervision of the Director of Development – Major Gifts, the Associate Director of Development – Major Gifts, is responsible for the following typical duties, but are not limited to the following:

- Serve as athletic department development major gift officer.
- Manage a portfolio of primarily new/discovery prospects, seeking to grow the pool of engaged alumni, parents, friends of the university and corporate philanthropy. Regularly communicate with and engage with current and prospective donors to Fresno State Athletics.
- Meet annual goals of increasing the 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.
- Aggressively identify and formally qualify new prospects and existing donors through personal visits, phone calls, correspondence, events and university activities to meet fundraising objectives.
- Create written proposals and case statements for solicitation of individuals and organizations. Coordinate clearance with other development officers and administrators.
- Conduct ongoing stewardship, including prompt gift acknowledgements/thank you correspondence, recognition, communications and special events.
- Collaborate with development staff, faculty, coaches, program directors, other university administrators, and volunteers to identify, qualify, cultivate and solicit prospective donors.
- Rank and prioritize potential donors.
- Listen to passions of current and potential donors, further engage them.
- Collaborate with athletic and campus colleagues to strategize, then solicit potential donors for gifts.

Secondary duties of the job include:

- Develop and implement a comprehensive prospecting plan for university alumni, who are potential high-end annual ($2,500+) and major gift ($100K+) prospects using tools provided by the Office of Prospect Management and Analytics.
- Identify, cultivate and solicit major gifts
- Performs special duties and projects as requested by the Director of Athletics and Senior Associate Athletics Director for Development.
- Represent the Bulldog Foundation at donor events (dinners, tailgate parties, fund raisers) to strengthen relationships with current and potential donors.
- Other duties and projects as assigned

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**QUALIFICATIONS & EXPERIENCE:**

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.

- Bachelor’s degree required.
• Two (2) years of intercollegiate athletics experience, preferable in intercollegiate athletics development.
• Excellent oral and written communication skills.

Preferred Experience:
• Event coordination.
• Experience with Paciolan donor and ticketing software and Advance fundraising software.
• Adobe creative suite proficiency.
• Knowledge of NCAA rules and regulations.

Specialized Skills:
• Proficient with Microsoft Office.
• Experience with updating/maintaining websites and various social media platforms.
• Detail oriented individual who has exhibited strong leadership skills
• Excellent interpersonal, oral and communication skills
• Ability to establish and maintain effective working relationships with donors, staff and volunteers from diverse (ethnic, cultural and socio-economic) backgrounds.
• Effectively work in a fast paced, collaborative environment and support the equity commitment of Fresno State.

SALARY/BENEFITS: $5,750.00 per month ($69,000 annually). Benefits include medical, dental, vision, retirement, life insurance, vacation, sick leave, and holiday pay.

FILING DEADLINE: Application review begins June 30, 2022 open until filled.
TO APPLY: Please submit a cover letter, resume and references to bulldogfoundation@mail.fresnostate.edu.

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

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.