

California State University, Fresno Foundation

ASSISTANT DIRECTOR – WATER, ENERGY AND TECHNOLOGY (WET) CENTER JOB ANNOUNCEMENT #24-665

POSITION SUMMARY:	<p>Full-time, benefited position for Foundation Financial Services of California State University, Fresno Foundation. The Assistant Director is directly responsible for developing and successfully implementing the annual development plan which includes cultivating and maintaining relationships with new and existing stakeholders, researching, and overseeing the grant and funding processes, and securing financial support vital for the sustained growth and enhancement of the Water, Energy and Technology (WET) Center’s initiatives. Rigorous attention to detail is imperative, as this position will maintain comprehensive reporting duties and ensure transparency and accountability in all operations.</p> <p>Collaboration is a key element of this role, as the individual will engage with community and campus partners to foster meaningful relationships that contribute to the expansion and visibility of the Center. This position will be pivotal in representing the Center at public events, embodying our commitment to venture support in the Central Valley. The Assistant Director requires a proactive and versatile professional dedicated to advancing the Water, Energy and Technology Center's impact and growth through strategic funding, collaboration, and public representation.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Director, the Assistant Director will be responsible for the following typical duties including, but not limited to:</p> <ul style="list-style-type: none"> • Work collaboratively with community partners and stakeholders to create shared goals and strategies that support the needs of ventures throughout California. • Research, write, and submit grant proposals to diverse private and public entities, ensuring alignment with organizational goals, compliance with guidelines, and timely submission. • Cultivate relationships with grant-making organizations, stay updated on industry trends, and optimize processes for increased success rates, and keeping the WET Center sustainable. • Create and maintain WET Center programming while tracking performance and measuring program outcomes congruently with funding and reporting requirements. • Foster a collaborative ecosystem of grant partners, subcontractors, and stakeholders for innovative water, energy, and technology solutions. • Participate in planning, implementing, and reviewing entrepreneurial and business support programs and workshops. • Prepare monthly, quarterly, and annual milestone reports for grant requirements and ensure compliance with grant and contract requirements. • Provide support to the communication team to market and promote success stories, program launches, and other activities. • Supervise and direct full-time staff and student assistants as needed. • Develop and implement strategies to attract and retain startups and maintain oversight over the metrics used to measure the success of the Center’s efforts and impact. • Develop and manage relationships with key stakeholders, including industry partners, academia, funding agencies, and community-based organizations. • Create and implement initiatives that foster collaboration and networking opportunities. • Develop and implement programs and services that support the growth of startups, including mentoring, acceleration, and technical assistance. • Work closely with staff and startups to understand the startup’s needs and provide tailored support. • Attend external meetings and events to promote the WET Center’s mission and vision, programs, and impact while building and maintaining relationships with stakeholders. • Other duties as assigned.

POSITION REQUIREMENTS:	<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:</p> <ul style="list-style-type: none"> • Master’s Degree (M.A./M.S.) degree in a related field preferred. <ul style="list-style-type: none"> ○ A candidate with a Bachelor’s degree and several years of relevant and transferrable experience will be considered. • Minimum of two (2) years of work experience within either an education, business services or economic development program; four (4) years of experience preferred. • Experience in community and stakeholder engagement. • Outstanding oral, written, and interpersonal communication skills, including knowledge of English grammar, spelling, and punctuation. • Competence in interpreting and communicating procedures, policies, information, ideas, and instructions. • Strong ability and experience with public speaking, front-facing public appearances, and media opportunities. • Strong relationship-building skills, with the ability to engage and collaborate effectively with entrepreneurs, community organizations, and educators. • Ability to listen attentively to understand the community's concerns, needs, and goals; incorporate feedback from different viewpoints; and implement programmatic changes to meet shared goals. • Demonstrated ability to: <ul style="list-style-type: none"> ○ Lead with an entrepreneurial spirit, with a track record of taking initiative, seizing opportunities, and thinking creatively: ability to turn ideas into actionable plans and successfully execute them. ○ Generate and implement innovative ideas, solve complex problems, and adapt to changing circumstances. ○ Effectively organize and manage time including prioritizing tasks and managing multiple and shifting priorities/deadlines. ○ Work as a member of a team and cultivate effective working relationships or work independently as needed. • Maintain a Valid Driver’s License in good standing and a safe driving record as driving may be a requirement of this position. <p>Preferred:</p> <ul style="list-style-type: none"> • Knowledge of ag tech, energy, and/or water sector. • Experience in grant writing, applications, and management. • Educational background (or relevant training) in agriculture, science, engineering, or STEM related field.
COMPENSATION:	\$6,000 - \$6,416.66 per month (\$72,000 - \$77,000 annual). Benefits include health, dental, vision, 401K and life insurance, vacation, holiday pay, and paid sick leave.
DEADLINE:	Application review begins on <u>January 2, 2025</u>. Position will remain open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu

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 California State University, Fresno Foundation. This is not a State of California position.

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