

The Bulldog Foundation

DEVELOPMENT COORDINATOR

JOB ANNOUNCEMENT #23-528

POSITION SUMMARY:	<p>Full-time, benefited position through The Bulldog Foundation. The Bulldog Foundation (BDF) is the fundraising arm of Fresno State Athletics and helps create championship experiences for Bulldog student-athletes as they strive for excellence in the classroom, in competition, and in life.</p> <p>Reporting to the Executive Director of The Bulldog Foundation (BDF), the Development Coordinator of the Scholarship Fund is involved with the annual Scholarship Fund Drive, interacting with both renewal and new donors. This position involves substantial daily interaction with donors in person, via telephone, and through email correspondence. The Development Coordinator handles the assignment of priority season ticket locations and donor questions and/or concerns. Will identify, cultivate, and solicit annual gifts from individuals and corporations; provide support and oversight of fundraising activities and other duties as assigned for the benefit of Fresno State Athletics. Manage a portfolio of donors for cultivation and renewal on an annual basis. Responsible for overseeing designated sport club(s) and assisting with graphic design and social media platforms. This is a full-time position that involves a flex-schedule for a total of 40 hours per week.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Executive Director, the Development Coordinator is responsible for the following typical duties, but are not limited to the following:</p> <ul style="list-style-type: none">• Involved with the annual Scholarship Fund Drive communicating with both renewal and new donors.• Daily interaction with donors (in person, phone, and email).• Handle priority season ticket assignments and donor questions and/or concerns.• Identify, cultivate and solicit annual gifts from individuals and corporations; provide support and oversight of fundraising activities and other duties as assigned for the benefit of Fresno State Athletics.• Serve as a steward for designated portfolio of donors to engage and seek renewals/upgrades.• BDF liaison to designated sport club(s)• Assist with graphic design projects, social media communications, webpage updates.• Organize and oversee annual student-athlete "Thank-A-Thon."• Serve as athletic department officer for Fresno State.• Assist with marketing, public relations, and ticket sales efforts.• Meet annual goals of attracting an increasing number of members and gift dollars to the Bulldog Scholarship Fund.• Help ensure effective communication among development staff.• Assists at designated fund-raising events, sport club activities, and home football games.• Other duties and projects 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 in business, marketing, public relations, communications or athletic administration• Experience in collegiate athletic development or business development• Demonstrated energetic, self-starting and creative individual• Experience with social media platform(s) and graphic software <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Master's degree• Experience with donation and or/ticketing software• Knowledge of NCAA rules and regulations

	<ul style="list-style-type: none"> • Experience with Canva software and/or PhotoShop <p>Specialized Skills:</p> <ul style="list-style-type: none"> • Competency and experience in the use of Word, Excel, and social media • 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:	\$3,200.00 per month. Benefits include medical, dental, vision, retirement, life insurance, vacation, sick leave, and holiday pay.
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.

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