

The Bulldog Foundation

EXECUTIVE DIRECTOR OF THE BULLDOG FOUNDATION/ ASSISTANT/ASSOCIATE ATHLETICS DIRECTOR

(Title will be commensurate with qualifications and experience)

JOB ANNOUNCEMENT #24-642

POSITION SUMMARY:	<p>Full-time, benefited position through The Bulldog Foundation. Reporting to the Senior Associate Athletics Director for Development, the Executive Director of The Bulldog Foundation is responsible for leading the Bulldog Foundation’s annual giving program, premium seating and staff including oversight of solicitation strategy, donor retention, donor acquisition, and stewardship. The Executive Director will lead and manage the conceptualization, development and communication strategies across multiple channels for the Bulldog Foundation.</p>
ESSENTIAL JOB FUNCTIONS:	<ul style="list-style-type: none"> • Manage a team of professional annual giving staff, donor relations and alumni organization staff that are responsible for the daily operation for the Bulldog Foundation annual giving and premium seating program. • Develop a detailed and comprehensive Bulldog Foundation Annual Giving Calendar that is aligned with Donor Relations and Alumni Giving events and communications. • Conceptualize, create and implement effective and integrated communications across multiple channels to increase philanthropy, donor acquisition, retention and reactivation and upgrades. • Plan with staff input the annual budget and present to the BDF Board of Directors for approval. Oversight and approval of all BDF expenses during the fiscal year. • Provide strategic direction for major annual giving initiatives such as Day of Giving, Bulldog Foundation Fund Drive, and other broad based philanthropic outreach campaigns. • Prepare and present Scholarship, Fund for Excellence, and Sport Club reports to the BDF Board. • Attend and participate in Board committee meetings (endowment and audit). • Donor Benefits – track and verify all ticket related benefits for donors are delivered based on giving level. • Donor Communication – develop and design renewal forms and associated materials. Establish communication plan for contacting renewal donors via mail, e-mail, and phone calls. Oversee all contacts with donors including renewal packets, reminders, acknowledgments, and year-end donor summaries. • Fund Raising Software – Serve as the liaison with Paciolan to maximize software use for donor transactions, reporting, and staff use. This includes both in office and online transactions as well as special events. • Priority Seating and Parking - Verify donor priority, season ticket orders, and assign all season seating and parking locations for BDF members (football and men’s basketball). • Reports Generation – create annual and multi-year fund raising reports for staff updates, Board of Directors meetings, University Data Upload, major gift officers, and others as requested. • Liaison with Bulldog Ticket Office on all ticket related matters including annual renewals. • Accounting – oversee all accounting policies and procedures and the recording and gift acknowledgments. Communicate and work with auditing firm regarding annual audit. • Donor Relations – Interact with Bulldog Foundation donors, handling comments and concerns regarding any policies and procedures associated with the Bulldog Foundation and Fresno State Athletics. • Major Gift Staff Support – Provide materials, reports, and requested information • Sport Clubs – oversee policies and procedures for sport clubs including pre-approval forms, check requests, and issues associated with the operation of all clubs.

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:</p> <ul style="list-style-type: none"> • Bachelor’s Degree required. • Two (2) years collegiate athletics or a similar industry, preferably within a Division I institution's annual giving or ticketing unit. • Excellent oral and written communication skills • Experience in collegiate athletic development <p>Preferred:</p> <ul style="list-style-type: none"> • Experience with Advantage and Advance fundraising software preferred. Adobe creative suite proficiency preferred. • Knowledge of NCAA rules and regulations preferred. • Experience managing staff within an intercollegiate university setting <p>Specialized Skills:</p> <ul style="list-style-type: none"> • Proficient with Microsoft Office • Experience and expertise working Advance and Paciolan donor and ticketing software
SALARY/BENEFITS:	<p>\$6,250 - \$7,083.33 per month (\$75,000 - \$85,000 annually). Salary will be commensurate with qualifications and experience. Benefits include medical, dental, vision, and life insurance, retirement, vacation, sick leave, and holiday pay.</p>
FILING DEADLINE:	<p>Application review begins <u>September 19, 2024</u>.</p>
TO APPLY:	<p>Please submit a cover letter, resume and references 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