

California State University, Fresno Foundation

EXECUTIVE DIRECTOR – MADDY INSTITUTE JOB ANNOUNCEMENT #23-515

POSITION SUMMARY:	<p>Full-time, benefited position with the Maddy Institute through the California State University, Fresno Foundation. The Maddy Institute is a non-partisan public policy and public affairs institute established by the California Legislature in 1999 to honor the late State Senator Ken Maddy. Among its activities, the Maddy Institute provides legislative and government internships to university students, and produces extensive public affairs programming and events focused on public policy issues impacting the San Joaquin Valley.</p> <p>In an effort to better serve the eight county San Joaquin Valley region (Kern, Kings, Tulare, Fresno, Madera, Merced, Stanislaus and San Joaquin County) the Maddy Institute executed a Memorandum of Understanding with four public universities (“partner universities”) located in the Valley; California State Universities Bakersfield, Fresno, and Stanislaus; and, the University of California, Merced.</p> <p>The Executive Director of the Maddy Institute leads the organization’s efforts to prepare current and future Valley leaders, inspire citizen participation, elevate government performance, and provide non-partisan analysis for public policy issues important to the region. The Executive Director is responsible for planning, organizing, and directing the organization’s operations and programs, fostering partnerships, elevating issues of importance to the San Joaquin Valley, developing current and potential donors and television and radio sponsors, and coordinating program implementation conducted by its partner universities. The Executive Director position requires a visionary, experienced leader, with a strong background in public policy and public affairs who is committed to non-partisan, fact-based, problem solving.</p>
ESSENTIAL JOB FUNCTIONS:	<p>The Executive Director reports to the President of California State University, Fresno and the Maddy Institute Board of Directors, including the partner universities. The Executive Director’s duties and responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Implement the mission of the Maddy Institute. • Manage daily operations and supervise staff. • Work closely with the board of directors and committees to identify, create and implement a strategic plan that furthers the organization’s goals and objectives. • In partnership with the Board, achieve annual fundraising goals by securing financial support from foundations, corporations, individual donors, and government grant funding sources. • Oversee the organization and coordination of annual fundraising events. • Develop the Institute’s annual budget for approval by the Board and ensure that proposed initiatives are financially sustainable. • Serve as the public face of the Institute and participate in external events to increase visibility, credibility, and market brand. • Host weekly TV and radio/podcast public affairs programming. • Establish and maintain partnerships with leaders in academia, government and the community, as well as key stakeholders to further increase community awareness and expand programs that serve the region. Such activities would include: <ul style="list-style-type: none"> ○ Coordinate efforts with partner representatives at CSU Bakersfield, CSU Stanislaus, and UC Merced. ○ Develop and manage relationships with government leaders, community-based organizations, public and private funding agencies who serve the region. ○ Create and implement initiatives that increase collaboration and networking opportunities with key stakeholders. • Lead and manage Institute staff: <ul style="list-style-type: none"> ○ Recruit, hire, and train program coordinators.

	<ul style="list-style-type: none"> ○ Provide guidance and support to program coordinators to ensure they are effectively implementing programs and initiatives in a timely manner.
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> <ul style="list-style-type: none"> • Minimum five (5) years of experience in a senior management position that included development of programs and partnerships, preferably with governmental agencies or with nonprofit organizations. • Bachelor’s Degree. • Experience in managing budgets. • Knowledge of local, state, and federal public policy and various policy areas. • Experience working with nonprofit boards and organizations. • Ability to analyze complex issues while ensuring a strategic focus. • Experience in public relations, marketing, and fundraising. • Demonstrated ability to build and maintain relationships with community leaders, academia, government, and stakeholders. • Excellent interpersonal, communication and media relations skills. • Comfortable presenting at large public events and strong presentation skills. • Highly proficient in project planning, budgeting, and oversight. • Demonstrated experience in securing and managing grant funding. • Strong leadership and team management skills. • Ability to work independently and manage multiple projects simultaneously. • Position is housed full-time (in-person) at the Maddy Institute Offices located on the Fresno State campus.
COMPENSATION:	<p>\$10,000 to \$12,000 per month, DOE. Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.</p>
DEADLINE:	<p>Application review begins September 14, 2023; open until filled.</p>
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p style="padding-left: 40px;">California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.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 California State University, Fresno 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.