

California State University, Fresno Foundation

UNIVERSITY ADVANCEMENT ADMINISTRATIVE ANALYST – UNIVERSITY DEVELOPMENT

JOB ANNOUNCEMENT #24-599

POSITION SUMMARY:	<p>Full-time, benefited position with the University Development Office through the California State University, Fresno Foundation. The primary purpose of this position is to provide a full range of clerical and administrative support for the Director of Planned and Principal Giving and the Director of Development, Central. Work is often of a project nature, with a difficulty level of “moderately complex” and requires judgment and discretion to formulate sound solutions. Work often involves contact with a variety of campus and community individuals. Incumbents are expected to possess advanced skills in accounting procedures and in the use and application of office technology software. This may include word processing, database and electronic spreadsheets. Excellent communication skills, both oral and written are a prerequisite as incumbent is a key point of contact with constituents.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Director of Planned and Principal Giving, the incumbent will be responsible for the following tasks. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Support all planned and principal giving marketing efforts and mailings for the University including pulling mailing lists, support coordination for creating and approving marketing pieces, support coordination of printing and mailing of the pieces, etc. • Lead tracking and reporting on marketing data analysis • Coordinate all gift processing, philanthropic partner acknowledgement and stewardship of donations to the Director of Planned and Principal Giving and Director of Development, Central Advancement respectively • Serve as the primary point of contact for the scheduling, planning, execution and evaluation of a variety of special events (e.g. luncheons/dinners/receptions) • Coordinate travel arrangements and meeting accommodations for the Director of Planned and Principal Giving and Director of Development, Central Advancement respectively • Coordinate logistical support for all aspects of fundraising and constituent relations for the two Directors • Maintain updates and population of philanthropic partner database • Maintain, research and analyze data in support of department activities, development projects, special events and a wide variety of scheduled and emergent administrative tasks as assigned by the Directors • Reconcile and maintain various financial accounts/create all payment authorizations and travel claims for the Directors prior to AVP’s or VP’s signatures • Serve as primary point of contact and resource within and outside the University on assigned projects and events • Assist with outreach to emeriti and retired faculty and staff relating to planned giving • Represent the unit to the business community and to a wide range of external constituencies • Provide analytical and administrative support to the AVP of Development and Comprehensive Campaigns and Development team members as needed • Work closely with the staff of the University Advancement Services, Directors of Development, Annual Giving, VP of University Advancement’s Office, and President’s Office • At the direction of the Director of Planned and Principal Giving, schedule and staff Principal Giving regularly scheduled meetings • Be in contact with internal stakeholders between Principal Giving meetings so to ensure assigned tasks are being completed • Prepare a wide variety of correspondence in final form and free of technical spelling and grammatical errors

	<ul style="list-style-type: none"> • Process standard and electronic mail, including mass mailings using mail merge technology • Use and maintain advanced features of standard office automation software such as word processing, electronic spreadsheet development and database maintenance and development • Prepare and compose correspondence, reports, gift receipts etc. • Handle confidential and sensitive information and documents • Support marketing efforts across campus for the two Directors • Make deliveries, create gift baskets, birthday cards, etc. • Other duties 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> <ul style="list-style-type: none"> • Bachelor's degree or minimum four (4) years office experience • Excellent interpersonal skills • Strong oral and written communication skills. Thorough knowledge of English grammar, spelling and punctuation • Demonstrated diplomacy in handling highly confidential or sensitive documents, correspondence and projects • Knowledge of business accounting beyond basic arithmetic (e.g. ratios, percentages, tracking financial data and make simple projections) • Ability to independently handle multiple and competing work unit priorities • Working knowledge of budget policies and procedures • Demonstrated ability to be a highly energetic, self-starting, creative and an entrepreneurial professional • Ability to: <ul style="list-style-type: none"> ○ Travel and attend various functions, meetings and conferences as required including evenings and weekends ○ Work effectively in a highly consultative and collaborative environment ○ Establish and maintain effective working relationships with faculty, staff and funding representatives from diverse ethnic, cultural and socioeconomic backgrounds ○ Maintain a professional level of confidentiality • Competency and experience with the use of Microsoft Word, Excel, PowerPoint, email and the internet • Fully functional knowledge of and skill in standard office procedures and practices • A history of regular attendance and positive performance evaluations • Ability to work weekends and evenings as required by the position
SALARY/BENEFITS:	\$3,833.33 per month. Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	Application review begins <u>April 19, 2024</u>. Position will remain open until filled.
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.</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