
CAL POLY POMONA

California State Polytechnic University, Pomona ("Cal Poly Pomona")

Position Description

Cal Poly Pomona invites applications and nominations for the position of Vice President for University Advancement.

The University: Cal Poly Pomona is one of two polytechnic universities in the 23-campus California State University System, and one of only seven such institutions nationally. Located 30 miles east of Los Angeles, the university is in one of the most dynamic economic and cultural regions of the country. The University is noted for its scenic and historic 1,400-acre campus, once the winter ranch of cereal magnate W.K. Kellogg, located within an hour's drive of beaches, mountains, and desert. The University's 24,000 ethnically diverse students are enrolled in 52 baccalaureate and 26 master's degree programs with approximately 1,200 faculty. For additional information about the University, please visit our website at <http://www.cpp.edu/>.

The Division: The mission of the Division of University Advancement is to generate and develop the external and internal philanthropic resources that support the delivery of exceptional education at Cal Poly Pomona. Its efforts are dedicated to advancing the university through university development, strategic communications and external relations, alumni relations, advancement services and budget and administrative services. In providing these services, the Division strives to cultivate and maintain productive and cooperative relationships with alumni, donors, corporate partners, and the external community, and promote a high quality experience for Cal Poly Pomona students, faculty, and staff. The division consists of approximately 50 staff, including the AVP for Strategic Communications and University Relations, the AVP for University Development, the Executive Director for Advancement Services, the Executive Director of Alumni and External Relations and the Division Budget Specialist.

Duties and Responsibilities

One of five senior executives reporting directly to the President, the Vice President for University Advancement is responsible for the leadership, strategic direction, and policy decisions of the entire range of Advancement services. The Vice President for University Advancement:

- Reports directly to the President of Cal Poly Pomona and serves as the chief fundraising officer for the university.
- Leads the Division providing vision, direction, and a strategic plan for advancing the university through development, stewardship, fundraising, planned giving, corporate relations, donor relations, alumni relations, communications, branding, and special events.
- Builds and provides leadership and policy decisions of the entire range of advancement services and strengthens relationships with a broad range of constituents including current and prospective donors, alumni, community, and industry leaders.
- Creates a "cutting edge" environment to inspire and support a culture of philanthropy. Fosters staff success, develops a strong sense of teamwork, and establishes an environment of support and accountability.
- Prepares the President for effective cultivation and solicitation of leadership and legacy gifts. Assists the President with establishing and maintaining effective community relationships.

- Engages academic leaders, including the deans and faculty in identifying appropriate donors and alumni that support the university's current and future priorities.
- Serves as a team member in the President's Cabinet, which includes the Provost and Vice President for Academic Affairs, the Vice President for Administrative Affairs and Chief Financial Officer, the Vice President for Student Affairs, the Vice President for Information Technology and Chief Information Officer, and the Executive Director for the Cal Poly Pomona Foundation, Inc.
- Serves as a member of the Cal Poly Pomona Foundation Board of Directors.
- Participates as a member in the California State University System Advancement Officer in system-wide activities and serves on committees as assigned.

Required Qualifications:

- Bachelor's degree required from an accredited university.
- At least ten years of direct experience in a progressively responsible Advancement management position with five years at a senior leadership position overseeing operational and performance outcomes.
- Demonstrated understanding of issues and operational characteristics of departments in an Advancement division and how they collaborate to create a fundraising pipeline.
- Knowledge and experience managing a major gifts program and a planned giving program.
- Significant experience in planning and execution of comprehensive fundraising campaigns.
- Significant experience in raising major and planned gifts for a variety of programs with a track record of meeting or exceeding measurable goals.
- Strong supervisory and management skills and demonstrated ability to work collaboratively; appropriately delegate responsibility; and inspire, engage and motivate colleagues, volunteers, donors, and board members.
- Demonstrated evidence of engaging with public/private partnerships (i.e., private foundation, corporate, and public entities) and successful community relations.
- Effective interpersonal and communications skills (i.e., writing, speaking, and listening) in order to build relationships with a variety of constituents, including high profile community and industry leaders.
- Ability to work as a team with people of diverse backgrounds and develop strong collaborative relationships, promoting the sharing of resources and information across campus.
- A high standard of professional conduct, integrity, and accountability and a demonstrated commitment to the student-focused and value-centered characteristics of the university and its mission.
- Must be able to engage in significant travel, as well as evening and weekend activities.

Preferred/Desired Qualifications:

- An advanced degree (Masters or Doctorate).
- Significant knowledge of "cutting edge" best practices in public higher education fundraising.
- Executive level Advancement experience.
- Experience in media, marketing, and public relations.
- Understanding of data management and the effective use of data for strategic operations.

NOMINATIONS AND APPLICATIONS: Review of applications will begin immediately and will continue until the position is filled. All applications must include (1) a completed university application; (2) a letter of interest that explains in detail, and where possible, provides examples of how the candidate meets the qualifications specified in this announcement; (3) a current resume or curriculum vitae; and (4) the names, titles, addresses, telephone numbers, and e-mail addresses of five references who can provide current assessments of the candidate's professional experience, accomplishments and prospect for success in this position (please include a brief note describing the relationship of the references to the applicant). Additional information may be requested.

Direct inquiries, nominations, and applications to:



Emy Peña, Partner
Storbeck/Pimentel & Associates
6512 Painter Avenue, Whittier, CA 90601
Electronic submissions are preferred. Please email us at epsearch@storbeckpimentel.com CODE: CPP VPUA
For a confidential inquiry or nomination, contact Ms. Peña at 562-360-1612

CONDITIONS OF EMPLOYMENT

- The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act, and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment (<http://www.calstate.edu/eo/EO-1083.html>).
- This position is currently on the List of Conflict of Interest Designated Positions for Cal Poly Pomona. This requires the filing of a statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every two years thereafter. Visit the Human Resource Services Conflict of Interest webpage link for additional information on designated positions: <http://www.cpp.edu/~hr/coi/>
- The successful candidate must possess a valid California driver’s license and insurance within 30 days of hire. In addition, the candidate must comply with the requirements set forth in “Driving on University Business” and will be entered into the DMV Employer Pull Notice program. Visit the Risk Management website for more details: <http://www.cpp.edu/~rms/>

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

California State Polytechnic University, Pomona is an Equal Opportunity, Affirmative Action Employer. The university seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain the excellence of the university, and to offer our students richly varied disciplines, perspectives, and ways of knowing. Cal Poly Pomona subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, and covered veteran status. The university hires only individuals lawfully authorized to work in the United States. As required by the Clery Disclosure Act, the university’s annual security report is available at: <http://www.cpp.edu/~police/annual-security-report.shtml>

BACKGROUND CHECK

A background check must satisfactorily be completed before a candidate can be offered this position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for this position. The background check consists of the following: Credit Check, Employment verification, education verification, reference checks, and checks of the following systems and databases: National Social Security Number/Address Locator, Felony/Misdemeanor, National Criminal Database, Federal Criminal, Department of Motor Vehicles, and National Sex Offender Registry.

ADDITIONAL INFORMATION

Cal Poly Pomona hires only individuals lawfully authorized to work in the United States. In compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, California Education Code section 67380, and the Higher Education Opportunity Act (HEOA), the Cal Poly Pomona Annual Security and Fire Safety Report is available at: <http://www.cpp.edu/~police/annual-security-report.shtml>