



Annual Giving and Alumni Relations Coordinator
(Administrative Analyst Specialist Non-Exempt)

MB2019-PC2499

Apply Today! Open until filled. Application Screening Begins: Tuesday, March 12, 2019

Powered by an inspiring Founding Vision Statement, California State University, Monterey Bay (WWW.CSUMB.EDU) is a comprehensive, mid-sized four-year university whose staff and faculty help transform student lives by emphasizing project-based learning, requiring service learning, and promoting multicultural and global perspectives on and beyond the campus community. CSUMB is both an MSI and HSI and has a vibrant, diverse student body of nearly 7000 students and growing. Our faculty and staff, many of whom live in campus housing, appreciate living and working about one mile from the shores of the beautiful Monterey Bay. As one of the 23 campuses in the California State University (CSU) system, we offer excellent benefits, including housing, and competitive salaries for our faculty and staff. During our 25th Silver Anniversary Celebration in 2019-20, we will complete two major building projects: the College of Arts, Humanities and Social Sciences and the Student Union. By 2030, CSUMB's sustainability initiative is to be carbon neutral.

PURPOSE:

Under the general supervision of the Director of Annual Giving and Alumni Relations, the Annual Fund and Alumni Relations Specialist provides coordination and oversight for the CSUMB affiliated alumni associations and chapters, assists in annual fund development including the appeals calendar, phonathon and web support. Also provides work direction to student assistants and reception oversight for the Alumni and Visitors Center. Working closely with various constituents including alumni, potential donors, volunteer leaders, community professionals, and campus staff; the incumbent coordinates ongoing programs and daily activities for the CSU Monterey Bay Alumni Association (CSUMBAA) and affiliated chapters. May represent CSUMB at CSU Alumni activities at the direction of the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

Alumni Relations:

- Supports the Director of Annual Giving and Alumni Relations as key manager of operations and events. Coordinates all daily operations and support for the CSUMBAA, affiliated chapters, and the Parents Club.
- Key contact for oversight of alumni operations including mail, phone, and email. Answers alumni inquiries; attends board and committee meetings and follows up on action items; provides staff support and the administration function for Alumni Boards and various committees; tracks current members, processes membership cards, and updates the database by locating "lost" alumni and donors.
- Coordinates the logistics of a variety of alumni-related activities and events such as alumni reunions, networking and special events, homecoming, alumni association and its membership, including preparing agendas, scheduling meetings, reserving rooms and facilities, notifying participants, handling RSVP lists, coordinating campus resources, ordering supplies, making arrangements for equipment and catering, and providing oversight of event set-up and execution. Oversees the drafting, printing, mailing and emailing, of alumni newsletters, invitations, event flyers and other printed pieces. Coordinates a wide range of projects through to completion and is accountable for the results.

Annual Giving:

- Supports the Director in the Annual Giving program's direct mail, email and telephone outreach with a focus on securing annual support from alumni, friends, staff, and parents & supporters of currently enrolled students. Assists in phonathon oversight, annual design and accountability. The Annual Giving program plays a key role in developing creative ways to steward all donors to the university annually. Supports the annual fund calendar of appeals for University Development.

- Coordinates the logistics of a variety of annual fund activities, orientations and events including segmented appeals, networking and special events, meetings, and other campus activities that promote the annual fund.

Communications:

- Working with the Communications Specialist for the University Development division, oversees the drafting, printing and mailing of alumni newsletters, invitations, event flyers, parents & supporters calendar and e-newsletter, annual and segmented appeals and other printed and web based pieces. Coordinates a wide range of projects through to completion and is accountable for the results.
- Working with the Director of Annual Giving and Alumni Relations, maintains the CSUMB annual fund, supporters club, and alumni websites.
- Coordinates the hiring, training and scheduling of student assistants, and directs and monitors work assignments.

Alumni & Visitors Center (AVC) and General Duties:

- Ensures visitors are properly directed or referred, and receive correct information regarding the campus directions and academic requirements; maintains the appearance of the AVC; and restocks literature and maps. Assists with staffing of the AVC during events.
- Provides technical support for the AVC; runs the LCD information screen and touch panel systems; and coordinates updates to online information as necessary. Coordinates repairs and updates to the hardware and software in assigned areas.
- Represents CSUMB Development to a wide variety of contacts. Provides exemplary customer service to all internal and external contacts—particularly volunteer board members. Organizes and maintains a complex system of files and records for electronic and physical inventory of materials; maintains office supplies; handles sensitive information and documents, and maintains strict confidentiality.

Other Functions:

Performs other job-related duties and special projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Experience and knowledge to be fully functional in all technical aspects of work assignments. Thorough mastery of **Knowledge:** Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations. Thorough knowledge of policies, procedures, and outside regulations pertaining to the applicable program and/or administrative specialty. Working knowledge of operational and fiscal analysis and techniques.

Abilities: to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved. Ability to anticipate problems and address them proactively. Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form. Ability to train others on new skills and procedures and provide lead work direction.

Skills: Experience in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations. Expertise in investigating and analyzing problems with a broad administrative impact and implications. Thorough mastery of English grammar, spelling, punctuation, editing and spoken language.

MINIMUM QUALIFICATIONS:

Entry to this classification requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

SPECIALIZED SKILLS REQUIRED:

Fully functional knowledge of customer service interaction, professional demeanor, as well as an ability to understand and operate in a variety of organizational structures. Proficient with a broad range of technology, systems, and packages; to include word processing, spreadsheet, mail merges, database management, and electronic scheduling. Ability to establish and maintain cooperative working relationships within a diverse, academic environment. Exceptional ability to communicate verbally and in writing in a professional, persuasive and tactful manner. A strong customer service attitude and commitment is essential. Demonstrated ability to address the essential functions associated with this position including the knowledge and abilities identified above. Experience working with volunteer and community groups. Some events experience.

PREFERRED QUALIFICATIONS:

Some supervisory experience desired. Some working knowledge of higher education institutions, particularly matriculation and degree information. Experience working with diverse populations and in an academic setting. Technical fluency with Microsoft Office Suite, Raiser's Edge (or equivalent database), Internet browsers, and Google email and calendaring programs. Highly desirable: Demonstrated understanding of and commitment to CSUMB's Vision.

SPECIAL CONDITIONS OF EMPLOYMENT & POSITION DESIGNATIONS:

- All offers of employment are contingent upon the successful completion of a background check (including a criminal records check)
- 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.
- This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by [CSU Executive Order 1095](#).
- Must possess and maintain a valid license to drive in the State of California, pass the Defensive Training Class, and be insurable under the University's liability coverage.
- May require occasional evenings and/or weekend work.

Sensitive Positions - This position has been designated as a sensitive position with:

- access to, or control over, cash, checks, credit cards, and/or credit card account information
- responsibility or access/possession of building master or sub-master keys for building access
- access to and responsibility for detailed personally identifiable Level 1 confidential information about students, faculty, staff or alumni that is protected, personal or sensitive as defined in the [CSU Information Security Data Classification Standards](#))
- This position is required to comply with confidentiality requirements outlined in the Department of Education's Family Educational Rights and Privacy and California's Educational Code Chapter 13 regarding sensitive student issues.

PHYSICAL ENVIRONMENT:

Office environment with standard equipment and tasks. Position requires working at a computer and desk for extended periods of time. May require travel between campus offices and off-campus locations.

SALARY:

Anticipated hiring salary in the **high \$3,000's per month**. For salary range info see: [CSU Salary Schedule](#). CSUMB offers an attractive employee benefits package, [CSU Benefits R09](#). The University Corporation at CSU Monterey Bay also provides access to affordable campus housing, [Employee Housing](#).

TENTATIVE RECRUITMENT TIMELINE:

Week of March 18 - Phone Interviews

APPLICATION PROCEDURE:

Apply to: <http://csumb.peopleadmin.com/postings/4869>

For full consideration, submit the required documents **by the priority screen date listed above**. For assistance or if you require an accommodation, please call **(831) 582-3389**. For computer/online access you may visit the [Tanimura and Antle Family Memorial Library \(map\)](#). *CSU Monterey Bay is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to: Age, Disability, Race or Ethnicity, Gender, Gender Identity or Expression, Nationality, Religion, Sexual Orientation, Genetic Information, Veteran or Military Status.*

All employees must be eligible for employment in the U.S.