



# HUMBOLDT STATE UNIVERSITY



## Associate Vice President for Development & Alumni Relations Office of University Advancement (Administrator IV)

Review: August 25, 2008

### Description

Humboldt State University invites nominations and applications for the position of Associate Vice President for Development and Alumni Relations. Known for its quality academic programs and its intentionally “hands-on” learning experience, Humboldt State University has earned a reputation as one of the very best primarily undergraduate public universities in the United States. The residential and rural campus of 7,500 students is nestled among mountains, giant redwood trees, and breathtaking Pacific Ocean beaches. The local region offers extraordinary outdoor recreational options as well as sophisticated dining, cultural and entertainment opportunities, all without the hassles and expense of most major metropolitan areas. Local K-12 schools consistently rank in the top 10% of the state. Humboldt State also benefits from being a part of the world’s largest University system – the 23-campus California State University.

### The Position

The University has made a commitment to development and alumni and the successful candidate will lead a growing team that is experiencing record levels in giving. He or she will serve as the chief development officer for Humboldt State University and is responsible for the analysis, planning, implementation, and evaluation of alumni relations and fundraising programs, including annual giving, corporate and foundation relations, major gifts, planned giving, prospect research, donor relations, stewardship, development communications, campaigns and advancement services. The Associate Vice President will work with University Foundation board members as well as deans and top administrators to engage their support in fundraising efforts. He or she also facilitates positive and mutually beneficial relationships among alumni, students, staff/faculty and community as a mechanism to enhance philanthropic support to the institution.

### Qualifications

The successful candidate will have a Bachelor’s degree and significant successful experience in fundraising or other relevant experience. Experience supervising staff and working with volunteers is important. The candidate should have outstanding oral and written communication skills, strong interpersonal skills; and be organized, creative, goal oriented, and diligent.

- Travel is required.
- Experience in higher education and an advanced degree are preferred.

### Compensation

This position is covered by the California State University Management Personnel Plan, and has an excellent benefits package. Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Salary is competitive and commensurate with qualifications. Additional Management Personnel Plan information can be found at the following website: <http://www.calstate.edu/HRAdm/policies/mpp.shtml>.

### Application

Candidates are asked to submit a letter of application and current resume, along with the names, addresses, and telephone numbers of three references who can address the candidate’s professional preparation and experience. Review of applications will begin on August 25, 2008.

Email to: [hsuhr@humboldt.edu](mailto:hsuhr@humboldt.edu) (preferred) or mail to

Associate Vice President for Development & Alumni Relations  
c/o Human Resources  
Humboldt State University  
1 Harpst Street  
Arcata, CA 95521-8299

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Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



**Humboldt State University** is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.