



HUMBOLDT STATE UNIVERSITY



Director of Planned Giving Office of University Advancement (Administrator III)

Review: August 25, 2008

Description

Humboldt State University invites nominations and applications for the position of Director of Planned Giving. 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 the successful candidate will join a growing team that is experiencing record levels in giving. He or she will have the funding to support a robust planned giving marketing effort. The responsibilities of this position include:

- Working with the Associate Vice President for Development and Alumni to create and execute a comprehensive plan for a sustained planned giving effort.
- Establishing and maintaining a robust planned giving marketing program.
- Setting and tracking goals for increasing the number of documented bequest intentions and documented irrevocable deferred gifts.
- Maintaining a vigorous schedule of personal visits with prospective planned giving donors. This may require frequent travel.
- Using planned giving software to create persuasive, individualized, donor-friendly proposals.
- Working with development staff to identify, cultivate, solicit, and steward planned gift donors and prospects.
- Assisting with gifts of real estate and other complex gifts.

Qualifications

A Bachelor’s degree and three years of demonstrated successful experience in planned giving including gift review, acceptance and marketing; estate and gift planning, cultivation and solicitation of major gift prospects. Candidate must have outstanding oral and written communication skills, as well as strong interpersonal skills; candidate must be organized, creative, goal oriented, and diligent.

- Travel is required.
- Experience in higher education is preferred.
- The candidate should have a working knowledge of the philanthropic aspects of tax law and financial planning. Familiarity and comfort with using basic office production software are required.
- The candidate should also have experience using planned giving software such as Crescendo for calculations, proposals, and tracking of gifts, and be able to work independently, solve problems, handle confidential information, navigate sensitive situations and communicate effectively.

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.

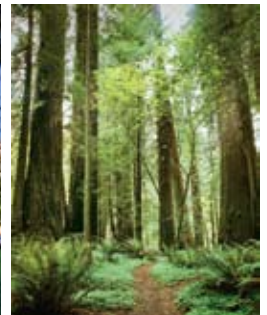
Email to: hsuhr@humboldt.edu (preferred) or mail to

**Director of Planned Giving
c/o Human Resources
Humboldt State University
1 Harpst Street
Arcata, CA 95521-8299**

Publication Date: July 11, 2008

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.

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.