



Vice President of Advancement

Review: December 23, 2011

(Job #11-79) Vice President of Advancement (MPP) This is a full-time, benefited, 12-month position in University Advancement. Salary is commensurate with qualifications and experience.

This is a CSU Management Personnel Plan position. Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Additional MPP information can be found at the following website: www.calstate.edu/HRAdm/policies/mpp.shtml.

Position Summary: Humboldt State University (HSU) invites nominations and applications for the position of Vice President for University Advancement. The Vice President reports to the President, is a member of the President's Executive Committee, and serves as Executive Director of the Humboldt State University Advancement Foundation. The Vice President provides leadership for all of the institution's advancement activities including fundraising and donor services, alumni relations, marketing and communications, public affairs, CSU advocacy and government relations, university events, and management of the HSU Advancement Foundation and KHSU public radio. We are seeking candidates whose experience and capacity to foster innovation will ensure superior leadership for the Advancement division.

The Institution: HSU is a primarily residential campus located 280 miles north of San Francisco in the rural redwood coast region of California. HSU is the northernmost of the 23-campus California State University (CSU) system and serves 8,000 students. Excellence in undergraduate education is HSU's foremost goal, and the campus community is committed to environmental responsibility and social justice. Academic programs in the natural resources and sciences are particularly strong, and attract students from across the country. HSU's hometown of Arcata is a vibrant and welcoming community filled with music, art and festivals. HSU will be celebrating its centennial in 2013-2014.

Responsibilities: The Vice President for University Advancement is responsible for generating external recognition, support and financial resources the university needs to carry out its mission and to achieve its goals and further its vision. The Vice President provides direction, strategic leadership and management for the overall operations of all university advancement programs and activities. This includes advancing alumni, parent, donor and community relations.

The Vice President is responsible for designing, implementing and growing philanthropic support for the University. As the key strategist for donor relations, the Vice President works with the President, academic leadership and members of the HSU Advancement Foundation Board to build and sustain long-term relationships with current and prospective donors and other institutional partners to substantially increase major gifts and endowment assets. The Vice President works in collaboration with administrative and academic leaders to develop short-term and long-term institutional strategic planning. The Vice President works effectively with alumni, as well as campus and community members from diverse backgrounds to raise public awareness of the need for private support. This includes initiating frequent travel and meetings with volunteers, donors and members of the CSU system, on evenings and weekends.

The Vice President demonstrates creative leadership, promotes consistent messaging and develops marketing materials to enhance all communication with donors, alumni and the community. The Vice President enhances student recruitment and promotes HSU to diverse audiences through high quality and effective institutional marketing, communications and public relations programs.

Minimum Qualifications: Education & Experience: HSU is seeking candidates with the knowledge and ability to create, execute, support, and oversee a comprehensive, campus-wide philanthropic development plan. Candidates must bring strong leadership and creative, entrepreneurial approaches to program development, with a demonstrated ability to inspire a team of accomplished professionals in a collegial manner while working in an environment shaped by shared governance. The successful candidate must have the ability to foster trust and long-term relationships with the university's many constituencies and cultivate a collaborative management style.

Excellent organizational, interpersonal, and verbal and written communication skills are essential. Candidates must possess exceptional social skill with both large groups and with individuals, and demonstrate evidence of experience in maintaining high-quality individual relationships with donors. Proven ability to manage multi-phase projects from inception to completion is required.

Successful candidates will provide evidence of their ability to conceptualize and implement development programs institution-wide, think strategically and innovatively, and envision and articulate future directions. The candidate will provide a clear understanding of institutional branding, messaging and the role of marketing and communications. The candidate

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must demonstrate experience in promoting diversity and the ability to work effectively with diverse donor constituencies and communities. Other minimum qualifications include:

- A baccalaureate degree from an accredited university.
- A minimum of 8 years combined experience of substantial, progressively responsible fundraising and/or marketing and communications. This includes evidence of success in: raising major philanthropic gifts; working with major donors from corporations and foundations, alumni and friends; marketing and communications; personnel; and financial and strategic planning.
- Demonstrated evidence of excellence in administrative management.

Preferred Qualifications:

- Graduate degree(s) from an accredited institution.
- Working knowledge of the principles and practices of development in a public university setting.
- Experience planning and executing a comprehensive campaign.
- Knowledge and understanding of academic governance and its relationship to an effective fundraising program in higher education.

Application Procedure: Applicants must submit a letter of interest with a summary of qualifications, a curriculum vitae and names, addresses, telephone numbers, and email addresses for at least four references to Burt Nordstrom, Chair, Search Committee for Vice President for University Advancement, C/O Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

All applicants should be aware that the successful candidate will be fingerprinted, as required by HSU. Due to the sensitive nature of this position, a background check will also be performed.

Application Deadline: Applications will be accepted until December 23, 2011. Interviews are expected to occur in Spring 2012 with a successful candidate joining the university on or around July 1, 2012.

Human Resources

Siemens Hall - Room 211
Arcata, CA 95521-8299
(707) 826-3626

Fax: (707) 826-3625

www.humboldt.edu/jobs

Email: careers@humboldt.edu

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 3300

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. The successful candidate for a position at HSU is required to be fingerprinted through the Humboldt State University Police Department or their local law enforcement agency. The results of the fingerprint process must be received by the university prior to the candidate's appointment. The cost of the fingerprinting is borne by the university.

Publication Date: October 25, 2011

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.