Job Title: Development Specialist – CSI Foundation

Job ID: 21755

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island is one of the 11 senior colleges of the 25 colleges and institutions that comprise The City University of New York (CUNY). The three schools and two academic divisions of the College serve more than 13,000 students and offer a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate’s, bachelor’s, master’s, certificates, professional doctorate degrees, and PhD degrees through The CUNY Graduate Center. CSI’s internationally recognized faculty passionately engages in scholarly and artistic activities, and together with a strong professional staff, provides transformational learning experiences both inside and outside the classroom for the diverse student body. The 204 acre park-like Willowbrook campus incorporates a residential component, and in 2017 the College expanded its institutional footprint and accessibility with the opening of the St. George location in the heart of Staten Island’s economic renaissance on the north shore of the Island. The College is a hub of intellectual and artistic activity, and is committed to its role as an anchor institution and community partner including for economic impact and job creation for the greater Staten Island area.

The College’s faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Executive Director for Institutional Advancement, the Development Specialist:

- Coordinates administrative activities of the Foundation Board which includes recording and transcribing minutes of Foundation Board meetings. Assists with the annual CSI Foundation Audit by providing minutes to the auditor and by preparing the confirm letters.
- Creates appointment and meeting schedules, provides administrative support and distributes all financial reports and materials for quarterly board meetings. Notifies Board members of related activities/committees. Provides support to the Executive Director in regards to Board Development, Finance and Investment, Development and Marketing, and additional sub-committees (audit, By-Laws).
- Assists with account receivables, generates pledge reminders, invoices and purchase orders and establishes fund designations. Distributes Project activity reports on a quarterly basis.
- In coordination with the Executive Director, serves as a liaison with individual and corporate donors and the College community with regard to funds or the establishment of new funds. Communicates with Deans and Chairs, donors and project fund managers as it relates to the verification of funds.
- Participates in check/cash processing functions, serves as back-up for gift processing, and back up for processing receivables via credit card. Reviews all check request forms and reviews gift receipts. Enacts online banking account transactions as directed.
-Drafts gift agreements (including scholarship award agreements); provides grant management to ensure reporting requirements are met and that the Grants.gov portal is kept current.
- Coordinates new scholarship funds to set up systems, as well to ensure appropriate actions are taken to adhere to donor requirements as stated in respective gift agreements with the Foundation. Serves on the Scholarship Allocation committee and prepares scholarship allocation worksheet for submission to the bursar.
- Serves as special events coordinator for all Foundation/donor events. Works with the Development staff to plan and execute all Foundation fundraising and donor recognition events including design of invitations and marketing materials, invitation lists, logistics and hospitality, and solicitation of on and off campus participation. Events include the CSI Annual Gala, Donor Receptions, and others. Coordinates the mailing of yearly donor endowment status reports.
- Coordinates the Foundation Annual Report writing, editing, design, printing, and distribution.
- In coordination with the Assistant Director of Finance, participates in the on-boarding process for all Foundation new
hires as needed.
- Disseminates College support materials to senior administration for compliance with guidelines, oversees and manages requests for proposals, etc.
- Performs other duties as assigned by Supervisor.

QUALIFICATIONS

Bachelor's Degree and four years' related experience required.

Preferred qualifications include:
- The successful candidate must be computer literate, demonstrating the requisite comfort level and acumen with technology. Raiser's Edge (or similar) database experience preferred.
- The successful candidate must possess excellent written and oral communications skills.
- Discretion is paramount in this position.

CUNY TITLE OVERVIEW

Contributes to organizing and administering College fundraising activities.

- Manages research of potential funding sponsors
- Tracks and analyzes giving trends; prepares financial and ad-hoc reports
- Conducts data quality audits
- Oversees preparation of fundraising communication materials
- Writes grant proposals
- Recommends, implements and evaluates fundraising strategies
- May supervise office operations and/or department budget
- Performs related duties as assigned.

Job Title Name: Development Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Non-exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY
To apply, please visit https://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

March 21, 2020

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.