

Job Title: Executive Director of Institutional Advancement and CSI Foundation
Job ID: 29767
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers 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 and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of 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 Associate Administrator for Business Development, the Executive Director of Institutional Advancement provides leadership and oversight strategically developing and implementing a fundraising program including foundation & corporate relations, development, scholarships, alumni affairs, annual giving and the CSI Foundation.

Responsibilities include but are not limited to:

- Work with the president, foundation board, senior administrators, academic leaders and members of the advancement team leading the execution of a fundraising strategy consistent with the CSI mission and strategic plan
- Serve as Executive Director of the CSI Foundation
- Supervise and direct staff managing daily operations of the team including oversight of budget.

- Oversees a comprehensive development plan focused on expanding and enhancing corporate/foundation relationships by directing activities related to support
- Oversee detailed strategies and campaigns for identifying, cultivating, soliciting and stewarding individual, existing and prospective donors. Maintains a high-quality stewardship process for active prospects and donors. Ensures that reporting requirements are met to sustain successful partnerships
- Works closely with campus leadership to develop opportunities to cultivate awareness among external constituencies to expand fundraising relationships
- Oversees the development of competitive proposals for corporate and foundation prospects
- Provide oversight to the strategic planning and management of fundraising and cultivation events.
- Oversee the work of the alumni relations it relates to the planning, implementation and promotion of programs nurturing relationships with a wide range of alumni, locally, regionally, and nationally
- Negotiate complex gift agreements, memoranda of understanding, and other documents to memorialize donor and institutional commitments ensuring documents comply with CUNY, city, state, and federal regulations
- Represent CSI at CUNY and external meetings, as well as committees

QUALIFICATIONS

This position is in CUNY's Executive Compensation Plan. All executive positions require a minimum of a Bachelor's degree and eight years' related experience.

Preferred qualifications include:

- Five years of top-level, executive experience in the corporate or higher education sector is highly desired.
- The ideal candidate will have a strong understanding of and commitment to success in college advancement with a strong record of achievement as a fundraiser; be a person of the highest professional integrity; and possess the following senior-level qualifications.
- Leadership experience in managing institutional development, including major gift solicitation, planned giving, events planning, and targeted campaigns for corporate and foundation donations and sponsorships.
- Experience in building a strong and effective network of supporters among the College's internal constituents and external public.
- Ability to communicate with and harness energies from a wide base and diverse groups of people, from board members, faculty, staff, community leaders, alumni, business executives to volunteers representing varied ethnic, cultural, social and economic backgrounds.
- A portfolio that documents career successes in building and leading results-oriented operations and programs.

CUNY TITLE

Assistant Administrator

COMPENSATION AND BENEFITS

\$130,000 - \$145,000

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 <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and contact information for three references (Professional or Personal) as one file.

CLOSING DATE

March 6, 2025

JOB SEARCH CATEGORY

CUNY Job Posting: Executive

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.