



SAN FRANCISCO  
STATE UNIVERSITY

Senior Director of Development,  
College of Liberal & Creative Arts



## The Opportunity

San Francisco State University seeks applications and nominations for the **Senior Director of Development, College of Liberal & Creative Arts (CLCA)**.

This position fundraises for one of the premier colleges at the University, the College of Liberal and Creative Arts. CLCA has two Senior Directors of Development who work collaboratively but with their own individual portfolios to plan, organize, and implement the College's major and principal gifts fundraising program. This position primarily focuses on the Humanities side of the College, supporting departments and donors to departments such as History, International Relations, Modern Languages, Political Science, and others.

The Senior Director works closely with the other Senior Director of Fundraising for CLCA, the Executive Director of College Fundraising, the Associate Vice President for Development (AVP), and the Dean of the College to increase philanthropic support for key fundraising priorities in both undergraduate and graduate programs and affiliated centers and institutes. S/He builds relationships with prominent alumni and other potential funders to secure gifts of \$25,000-\$1M and above.

It is a pivotal and exciting time to join the centralized Development team, with the University in the Quiet phase of a Comprehensive Campaign. The Senior Director of Development is a motivated, self-directed individual who works without close supervision to successfully meet the fundraising goals of the College. As the University Development enters its pivotal year in the Quiet phase of the campaign, the Senior Director of Development will collaborate with stakeholders to develop a multi-year strategy to expand the current donor base and increase private support. The Senior Director qualifies and engages individuals as potential major gift donors and moves them through the cultivation cycle. Another major focus of the Senior Director will be to steward the donors and strengthen their relationship to the College and the University.

### Qualifications

- Seven or more years of proven experience in successful fundraising. Experience in higher education fundraising is desired but not necessary.
- Demonstrated track record of success in personal face-to-face solicitations, cultivation, and closing of major gifts.
- Demonstrated experience and effectiveness in prospect identification and outreach and in ability to build relationships with major gift prospects and donors.
- Proven experience in successfully developing and implementing cultivation and solicitation strategies for major gifts, including the preparation of proposals and related materials.
- Ability to handle fundraising and stewardship activities simultaneously, with creativity and independence.

- Ability to manage time and priorities to respond to and meet deadlines, and adaptable to changing priorities. Outstanding organizational and analytical skills.
- Excellent oral and presentation skills and writing and editing skills. Ability to communicate with an ethnically and culturally diverse campus community.
- Ability to interact effectively with a broad range of constituents, inspiring donors, faculty, and others to take action and ensuring a rewarding experience.
- Deep appreciation and understanding of the University and passion for its mission.
- Bachelor's degree required, master's degree preferred.
- Flexible schedule including some evenings, weekends, and holidays.
- Must possess a valid California driver's license and comply with Defensive Driver's Training Program requirements.
- Ability to travel throughout the Bay Area and other regions. Periodic air travel could be required.
- Must pass Live Scan background check.

### *Core Competencies*

- Bias toward collaboration and teamwork.
- Effective oral, written, and nonverbal communication skills.
- Customer/Donor Focus with an emphasis in problem solving and resolution.
- Personal effectiveness and credibility, as demonstrated by interpersonal and professional confidence.

### *Expectations and Goals*

#### Structuring Work

- Develops an annual business plan based on development office and College priorities, in coordination with the College Dean and Executive Director of Fundraising & AVP of Development.
- Defines and communicates specific needs and develops priorities for private support in coordination with the Executive Director of Fundraising, the College Dean, and the AVP of University Development.
- Develops and implements appropriate fundraising strategies, including prospect identification, cultivation, solicitation, and stewardship activities for major and leadership gifts to the College.
- Effectively manages follow-up and reporting requirements in an appropriate manner while maintaining confidentiality.
- Maintains a major gift portfolio of 80-100 prospects and donors to meet agreed upon philanthropic goals. Maintains an active schedule of meaningful visits and contacts,



solicitations, closing gifts, and stewardship. Personally identifies, cultivates, and solicits prospective donors for major and principal gifts.

- Discovers and qualifies new prospects for support of the College with emphasis on prospects capable of contributing \$25,000 and more.
- Plans development-oriented campus visits for current and potential donors.

#### Inspiring Performance

- Secures private support from alumni and other potential individual funders to secure gifts of \$25,000-\$1M and above.
- Provides effective stewardship and involvement opportunities for major gift and principal donors and high-level volunteers.
- Works collaboratively with other fundraisers, volunteers, and the executive and academic leadership of the campus.
- Meets and exceeds goals and metrics set for the position which includes philanthropic support as well as stewardship, cultivation, qualification specific.
- Supports donor relations and stewardship programs as appropriate.

#### Collaboration

- Coordinates with the Planned Giving team to encourage and facilitate the cultivation and solicitation of potential estate donors. Prepares written strategies and proposals for individuals. Encourages and facilitates proposals from faculty as appropriate for foundations and corporations in coordination with the Corporate and Foundation Relations team.
- Communicates and collaborates with other development officers and alumni relations and annual fund divisions to ensure coordination efforts with donors and prospects.
- Attends and provides support to College- or University-related special events, and other community activities as required.
- Partners effectively with on-campus colleagues, including those in University Advancement, to foster a team approach to achieve the external relations goals of the College.
- Represents CLCA and the University by outreaching to alumni, friends, parents, key volunteers, and industry partners.

#### Facilitating Change

- Achieves fundraising goals set in coordination with University Development leadership, the Vice President for Advancement, the Dean, and University leadership.
- Maintains an active, current understanding of priorities and programs relative to the College, SF State, and the region.

#### Managing Talent

- Provides support to less experienced Development staff.

### Professional Behavior

- Demonstrates behaviors that are in line with the User-Friendly Principles (P530C) and Principles of Conduct for a Multi-Cultural University (P30D).
- Demonstrates safe work practices for oneself, others, and the office environment.

### Other Duties as Assigned

## About the College of Liberal & Creative Arts

The College of Liberal and Creative Arts is the largest college in the University and is composed of 21 academic departments and schools in the arts, humanities, and social sciences, and nine research centers and institutes. The College offers 33 B.A. and B.S. degrees, 27 M.A. degrees, and has 7,400 majors, minors, and graduate students, in addition to supporting much of the University's general education program.

With the [Dean](#) starting her third year in the fall of 2025 and over 250 tenured and tenure-track faculty, the College is a powerhouse and has a robust and distinguished alumni base which includes Grammy and Emmy award winners.

As the Senior Director of Development, you will not only be working with a rich portfolio, very engaged faculty, and a collaborative and seasoned Development team, but you will be advancing a powerful mission and be a part of an organization that is an integral part of the Bay area and California.

## University Advancement

The Office of University Development's primary objective is to foster strong relationships with internal and external partners to secure funding for University-identified priorities to advance SF State's academic, research, and public service mission. The office is responsible for helping to build a culture of philanthropy and support for SF State among alumni, students, parents, foundations, corporations, and friends. University Development sits in the Division of Advancement.

University Advancement establishes and implements an overall advancement program, including coordinating fundraising, communications, events, marketing, and alumni programs.

## University Advancement Leadership

### *Jeff Jackanicz, Ph.D., Vice President of University Advancement*



Dr. Jackanicz also serves as President of the SF State Foundation, the University's organization of extraordinary and dynamic volunteers dedicated to raising funds for and advocating on behalf of SF State. Before joining SF State in 2020, he served as Vice President of Institutional Advancement at Mills College and at UC Berkeley for over a decade in a range of advancement leadership positions. He earned a B.A. in English from the University of Chicago and a Ph.D. in English from the University of Texas at Austin.

### *Anjali Billa, MBA, CFRE, CSPG, Associate Vice President of University Development and Comprehensive Campaigns*

Ms. Billa joined SF State in 2020 after serving as National Director of Development at Jumpstart, the nationally recognized education organization. Previously, she served as Development Director at the YMCA of San Francisco and for 10 years with Citibank NA, India. Ms. Billa earned an MBA in finance from Delhi University and a B.A. in economics from Jodhpur University.



## San Francisco State Alumni

The San Francisco State University alumni network is vast. Its 275,000 former students are especially well-represented as leaders in city, state, and national government. They also have a significant presence in and have made important contributions to the arts, science, journalism, business, teaching, and more. The largest concentration of “Gators” are the 150,000 alumni who reside in the Bay Area; others are impacting their communities throughout the country and around the world.



The SF State Alumni Association engages with the University’s alumni to encourage their lifelong interest and support, which in turn are essential to advancing SF State’s mission. The Association and its staff are important partners for their colleagues working in development in both the central office and the individual colleges. All advancement professionals are committed to helping SF State alumni maintain relationships with their alma mater and with one another. Graduates are encouraged to join the SF State Alumni Association as formal members.

## About San Francisco State University

San Francisco State University was established in 1899 as a teacher-training school. Today, the University is one of 22 campuses in the California State University System (CSU) and with a student body of approximately 23,000 students and is comprised of six colleges. San Francisco



State was designated as the third most diverse university nationally by *The Wall Street Journal* in 2021 and is a Hispanic & Minority-Serving Institution with a Seal of Excelencia. With a diverse student body, 40% first-generation students and nearly 60% Pell eligible, San Francisco State University is vehicle of upward mobility and has been ranked 8<sup>th</sup> in the nation for Social Mobility by *U.S. News and World Report*.

**Academics:** At SF State, bachelor's degrees are awarded in 79 academic areas and master's degrees in 62 more. At the doctoral level, degrees are granted for the Doctor of Education (Ed.D.) in Educational Leadership, the Doctor of Philosophy in Education (Ph.D.), and the Doctor of Physical Therapy (D.P.T.) that is awarded jointly with UC-San Francisco. There are also 16 credential programs and 41 certificate programs. SF State's reach is further expanded locally and globally by its College of Extended Learning.

The University has received high honors for encouraging innovations that have placed it at the forefront of academia. As home to the nation's first and only College of Ethnic Studies, SF State



is consistently ranked among the top ten most diverse universities by *U.S. News & World Report's Best Colleges*, *Forbes*, *Priceonomics*, and several other media outlets. Both *Variety* and *The Hollywood Reporter* have cited the School of Cinema as one of the top film programs in the country. And with a nearby Estuary & Ocean Science Center, San Francisco State is the only university with a marine science laboratory on San Francisco Bay.

**Commitment to Diversity:** Inspired by its own diverse community—which includes many first-generation college students—and by the courage of an academic community that strives to break down traditional boundaries, SF State equips its students to meet the challenges of the 21<sup>st</sup> century. With its unwavering commitment to social justice that is central to the work of the University, SF State prepares its students to become productive, ethical, active citizens with a global perspective.

**Enrollment:** Current student enrollment across all SF State programs and locations is currently 23,000, which includes approximately 20,000 undergraduates and 3,100 graduate students. In recent years, the University has conferred approximately 7,500 degrees annually. Undergraduate programs with the highest enrollments include business, computer science, engineering, biology, psychology, and cinema.



**Campus:** The main campus is located near Lake Merced in southwest San Francisco, just two miles from the Pacific Ocean. Some SF State programs are based in additional locations, including the Downtown Campus (MBA and Executive MBA programs, the College of Extended Learning, and the Master of Public Administration program), and the Paul F. Romberg Center for Environmental Studies across the Bay in Tiburon.



## SF State Hybrid Work Arrangement

SF State is committed to a flexible working arrangement that allows for a hybrid structure of 3 days of in-person work on campus combined with 2 days of remote work.

## Applications and Nominations

Applications will be reviewed as they are received, and the positions will remain open until filled. Candidates are requested to submit the following application materials to: <http://bit.ly/4kuy5p6>

1. Resume;
2. Letter of interest; and
3. Contact information for five professional references (who will only be contacted with the candidate's permission at a later date).

Please direct your inquiries or nominations/referrals to one of the AGB consultants below:

**Kimberly Templeton, Principal, AGB Search**

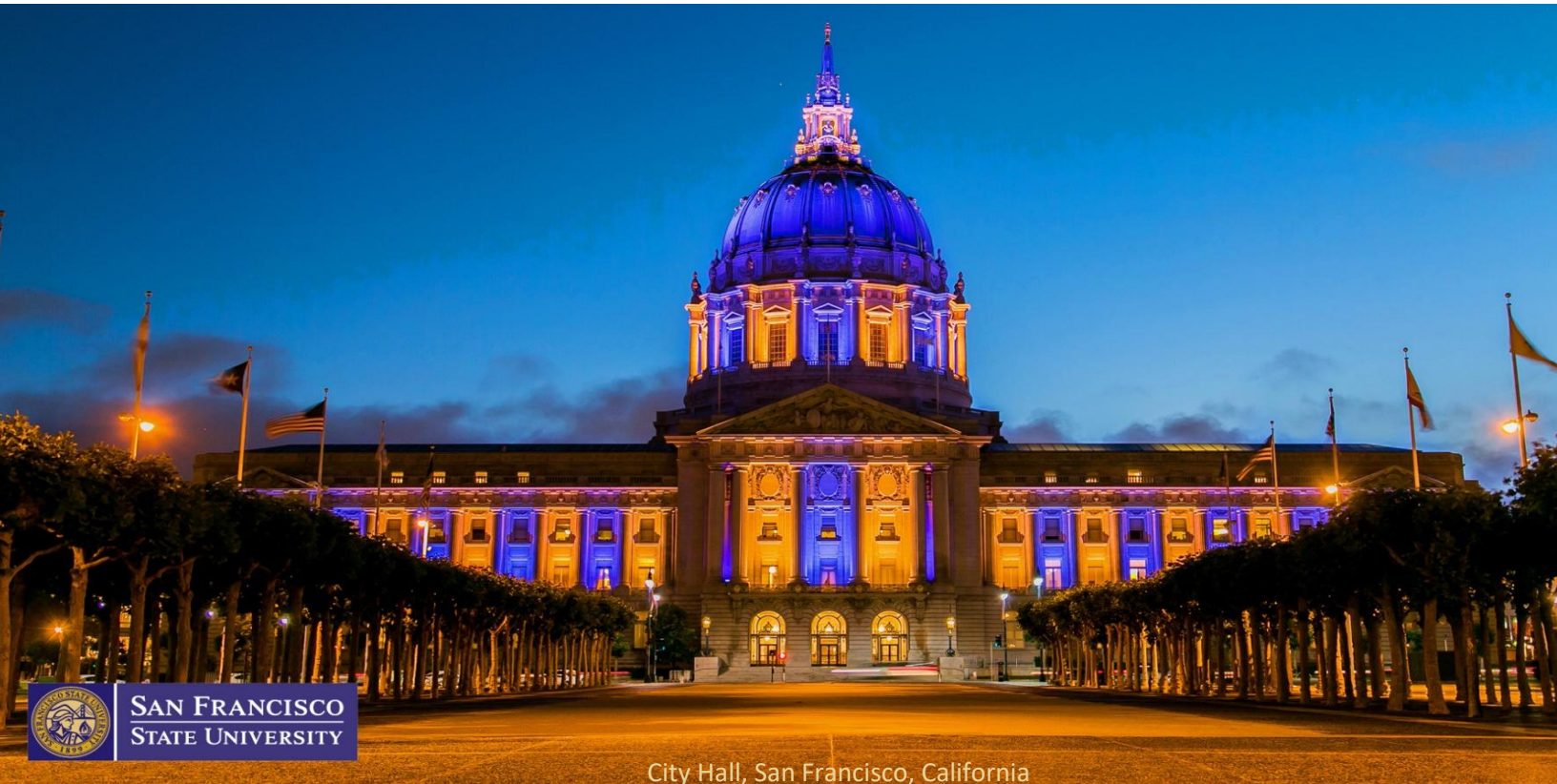
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The California State University complies with the requirements of Title IV of the Civil Rights Act of 1964 and the Americans with Disabilities Act and the regulations adopted thereunder. No person shall, on the grounds of race, color, national origin, sexual orientation, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination, including harassment, under any program of The California State University. Under Title VI, San Francisco State University is obligated to investigate all discrimination complaints, including harassment in an unbiased, thorough manner.