

CALIFORNIA STATE UNIVERSITY, LONG BEACH
OUTREACH SPECIALIST
\$3,845 to \$5,173 per month.

Under the immediate supervision of the Assistant Vice President for Estate & Gift Planning, the incumbent is responsible for the coordination and implementation of outreach programs of the Estate and Gift Planning Office. Identifies, cultivates, and engages members of the community with special emphasis on identifying and cultivating professional alumni such as attorneys, financial planners, accountants, insurance agents, stockbrokers, realtors, and others in related professions. Provides support for events such as community outreach activities, Women and Philanthropy events, Golden Grads activities, and Office of Estate and Gift Planning community classes. Plans, coordinates, and hosts classes, seminars, and programs sponsored by the Estate and Gift Planning Office. Provides primary staff support and committee development for the Community Partners Council, comprised of planned giving professionals who volunteer time in support of CSULB planned giving educational and fundraising programs.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to cultivate and sustain relationships and work effectively with a wide variety of constituencies. Ability to represent, effectively and professionally, the organization to a wide variety of audiences. Exceptional interpersonal, written and verbal communication skills. Solid foundation in grammar, spelling and composition. Proven ability to solve problems, work in a team environment, and meet deadlines. Strong organizational skills. Computer literacy skills, including Microsoft Word, Excel, PowerPoint, Publisher, and other Microsoft Office Suite and e-mail software. Familiarity with a computerized fund-raising or contact management record system, preferably SunGard Advance. Ability to be discreet and handle confidential information. Knowledge of academic and community programs at CSULB preferred.

Ability to communicate with an ethnically and culturally diverse campus community. Ability to follow all university policies, procedures, and guidelines including but not limited to safety, civility, information security, and non-discrimination policies and procedures. Ability to contribute to a positive university experience for each and every student, and assist in achieving the university's commitment to a "vision of excellence."

EXPERIENCE AND EDUCATION

Equivalent to a bachelor's degree in a related field and three years of related experience required. Prior experience with CSULB donors and event planning preferred. Experience working with an older adult population preferable.

LICENSES/CERTIFICATES

Must have a valid California Driver's License and must have an available car to travel to meetings and seminars.

The CSULB online application is required. Please read the full job announcement and apply at <http://www.csulb.edu/employment/>. Refer to Job #100369. CSULB is an Equal Opportunity Employer committed to excellence through diversity, and takes pride in its multicultural environment.