foundation executive
director

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Carson, Ca
the opportunity

California State University, Dominguez Hills, a premier public institution ranked among the nation’s top universities for diversity, accessibility, affordability, and commitment to community service invites inquiries, nominations, and applications for the position of Foundation Executive Director. This is an excellent opportunity for a talented and experienced individual whose professional experiences and diverse skills will bring a collaborative and innovative mindset to the role of Foundation Executive Director.

California State University, Dominguez Hills (also known as CSUDH, Dominguez Hills, or Cal State Dominguez Hills) is a located in Carson, California. Founded in 1960, CSUDH is part of the California State University (CSU) system. In fall 2018, the University had a total enrollment of 15,741 students comprising 13,737 undergraduates and 2,004 post baccalaureates, with over half of the student population identifying as the first in their families to go to college. CSUDH is one of the most ethnically diverse universities in the western United States. It enrolls the largest number and percentage of African American students of any CSU campus and is consistently ranked nationally as a top degree producer and ranked 32nd on the US News and World Report on their 2019 list of “top public schools” among Western Regional Universities.
Role of the Foundation Executive Director

The executive director is the senior manager of the Foundation reporting to the CSUDH Foundation board of directors and working in close collaboration and consultation with the vice president of administration and finance and the University president to advance the needs of the University. The Foundation provides revenues generated through commercial and enterprise programs to the University to aid in the achievement of its educational mission.
The executive director is responsible for the overall strategic planning, revenue generation, financial management, organizational development, leadership, and management of the Foundation. The Foundation oversees dining, catering, contracted vendors, University bookstore, filming, and land development while also providing business support, human resources, payroll services, and contract administration and execution for federal and state grants and three other campus auxiliaries. Additionally, the Foundation provides endowment management and donor financial reporting to the Philanthropic Foundation.

Further the executive director:

- supervises 29 professional and supervisory staff with oversight for another 74 employees and student workers;
- represents all Foundation programs and services to the University, the general public, and all other constituents;
- maintains a culture that attracts, retains, and motivates a diverse staff of talented individuals;
- oversees payroll, purchasing, and other business services for federal, state and private grants and contracts, ensuring effective and efficient coordination and interface with faculty principal investigators, project directors, and post-award staff;
- manages the design, delivery, and quality of Foundation support and services to a wide range of University constituents;
- works adeptly and collaboratively with internal customers and partners to understand, anticipate, and align Foundation programs and services with current and evolving needs;
- oversees the financial management of the Foundation, including the development and implementation of annual operating and capital budgets; exercises prudent management of the Foundation’s resources; and maintains compliance with Foundation, California State University policies, and applicable laws and regulations;
- effectively manages Foundation human resources and payroll in compliance with applicable personnel policies and procedures and current laws and regulations;
- oversees the development, implementation, and fiscal management of commercial operations, is responsive to the needs of University constituents, and fosters and encourages innovation and implementation of industry best practices and trends;
- ensures adherence to the bylaws of the corporation and the operating agreement between the University and the Foundation;
• provides leadership in establishing and maintaining collaborative interactions and processes with the board members, Foundation staff, and the University that results in the development and implementation of goals, objectives and operational plans aligned with the interests and needs of the University;
• effectively communicates with the board and provides, in a timely and accurate manner, all information necessary for the board and its committees to set policies, programs, and strategic direction;
• embraces the diversity of the CSUDH student body and finds new ways to support and assess student needs as well as the needs of faculty and staff.
Foundation Operations
Dining

Campus Dining Services manages 11 dining services units on campus, four franchise operations, and seven University food venues in addition to catering and a street food program.
The Foundation offers employee benefits—medical and dental plans, flexible spending accounts, retirement accounts, and life insurance, as well as administers payroll and paid time off/time card management.
The CSUDH Foundation provides full-service financial accounting, disbursement, and endowment management for the Philanthropic Foundation of the University—whose mission is to actively promote, pursue and steward private support for the advancement of the institution. This financial management also includes serving as the Chief Financial Officer for the Philanthropic Foundation.

The Foundation provides grants and contracts administration services for the faculty’s
research, educational and other sponsored programs. These services include accounting, payroll, purchasing, and other administrative support for the grant and contract projects conducted by University faculty.

- The Foundation provides financial accounting and disbursement for officially recognized clubs and organizations of the University through engagement with Associated Students, Inc. Information such as forms, policies, and instructions as well as online account management are part of the services provided.
University Bookstore

Operated via a contract with Follett, the bookstore, in addition to textbooks, also offers a convenience store, computers and software, and Toro gear.
Land Leases and Commercial Operations

The Foundation administers the University’s long-term land lease agreement with Anschutz Entertainment for the Dignity Health Sports Park (formerly the StubHub Center), which is home to the LA Galaxy, temporary home to the Los Angeles Chargers, official training site for USA Cycling and USA Track and Field, and headquarters to the US Tennis Association’s USA High Performance National Training Center. Additionally, the Foundation is responsible for other University land lease agreements and commercial endeavors,
including University cell tower contracts.
California State University, Dominguez Hills 2018 Master Plan is focused on support and advancement of the University’s educational mission by providing a guide to the development of the physical campus and its facilities over the next twenty years. The Master Plan report describes in detail the vision and goals for campus development to accommodate an enrollment capacity of 20,000 full-time-equivalent students.

The Foundation plays a pivotal role in working in partnership with the University to advance
public-private land use and development, including implementation of a conceptual plan for the development of more than 75 acres of University property on the east side of the campus.

The Master Plan Report:
Qualifications and Characteristics

A bachelor’s degree is required while a master’s degree in business or a closely related field is preferred. Equivalent years of work experience in a related field may be substituted for educational requirements.

Ten years of progressively responsible administrative management is required, with five years in a senior-level position in public higher education preferred. Knowledge of the role of 501(c)(3) non-profit corporations within a university environment is important as is
knowledge of business and finance functions in a complex higher education environment.

Demonstrated experience in public/private real estate development and management, a
knowledge of retail and commercial business operations and management in a complex
multi-unit program, and comprehensive, hands-on experience with budget development and
fiscal policy will be important attributes for the new executive director.

While no single candidate will likely have all the ideal qualifications, candidates should
possess many of the following qualifications and characteristics:

- a record of innovative and verifiable success with auxiliary functions that will inspire and
earn the confidence of all constituents;
- a forward-thinking problem-solver who efficiently evaluates risk and continually
  anticipates opportunities;
- strong interpersonal and public communication and collaboration skills;
- experience guiding the implementation of programs and services that will enhance the
  revenue generation of the Foundation;
- a demonstrated ability to navigate complex organizational environments;
- the ability to manage and lead in an environment of competing priorities and demands;
- the ability to negotiate, direct, and administrate complex contracts and relationships;
- to be adept at anticipating the market for campus services and the changing nature of
  the student population;
- possess the highest standards of ethics and integrity;
- the aptitude to create an atmosphere of mutual respect and partnership.
Opportunities, Priorities, and Challenges of the Position

The executive director oversees a comprehensive and diverse portfolio. The Foundation is responsible for all aspects of auxiliaries within the portfolio. It is important for the new director to understand the comprehensive nature of the Foundation and the competing priorities of each of the areas.

There is a strong desire to increase the visibility of the Foundation within the University community, both programmatically and symbolically. Emphasis needs to be placed on
collaborating with campus stakeholders on finding strategic and innovative ways to increase the knowledge of what the Foundation provides for the campus and how to partner with the Foundation.

Additional opportunities, priorities, and challenges, as shared by key University stakeholders, include the following:

- an ability to collaborate with campus stakeholders to share the vision of the Foundation in a meaningful way;
- as a non-profit arm of CSUDH, the executive director must be able to work within the institutional expectations and the vision of the board;
- approach the work with a servant leadership style creating new opportunities to professionally develop staff;
- design the process of administering grants and contracts that is simple for all institutional stakeholders to understand and create clarity around adhering to the policies and procedures;
- make progress on what is perceived as the ““us versus them”” mentality that exists on both sides of the Foundation and CSUDH;
- learn about and understand the members of the board, the culture of the board, and the expectations and vision the board has for the Foundation and the role of the executive director;
- have a passion for working with staff and learning the role that each member plays in the organization;
- enhance net revenue generated by the Foundation via effective oversight and management of dining and commercial services, including increasing gross sales via streamlined and new operations and operational effectiveness and efficiencies;
- assess the land development focus of CSUDH and effectively begin to make progress on the real estate development plan within the context of the University’s master plan;
- create a plan for using technology to ensure the Foundation is not ““leaving money on the table”” through the grant administration process;
- learn to be confident with the information shared with faculty, staff, and the community regarding all policies and procedures.
Measures of Success for the Position

The new executive director will be tasked with quickly learning each aspect of the portfolio and creating a plan to guide the Foundation. Other noteworthy measures of success include:

- developing and leading the business strategy of the Foundation within the context of the campus environment and the University’s mission and objectives, including establishing and using performance measurements to guide decision-making;
- executing a public-private land development strategy to leverage underutilized
University land as approved by the CSU System Board of Trustees;
- establishing and leading an effective management team, providing direction and mentoring, creating professional development opportunities, and appropriate provisions for succession;
- leading staff in the development and implementation of short and long range plans.
The CSUDH Foundation was established in 1968 as a non-profit self-supporting 501(c)(3) auxiliary organization for the purpose of promoting and assisting the educational mission of California State University, Dominguez Hills. A multi-dimensional commercial enterprise, the Foundation is the employer for over 700 people in a variety of areas throughout the campus community, including commercial operations; post-award business services of federal, state, and private grants and contracts administration; and fiscal administration for
numerous University and other auxiliary programs.

As a 501(c)(3) non-profit public benefit corporation the Foundation is recognized as an auxiliary organization of the California State University. The Foundation is governed by a 25 member Board of Directors that are composed of prominent members of the community, as well as administrators, faculty, staff, and a student of the University. The board of directors has the final authority on all matters pertaining to the Foundation, and is responsible for oversight of the Foundation’s executive leadership, adoption of the operating policies of the Foundation, approval and oversight of the Foundation’s annual budget, and governance of the entity.

The officers of the board of directors, as outlined in the bylaws, include the chair of the board of directors, the vice chair of the board of directors, the secretary-treasurer of the board of directors, and the executive director of the Foundation. The chair, vice chair, and secretary-treasurer are elected by the membership of the board of directors. The executive director is appointed by the board of directors.

Members of the Board of Directors: https://www.csudhfoundation.com/about-us/directors/
Committees of the Foundation

- Audit
- Executive Committee
- Nominating Committee
It is the vision of the board of directors of the Foundation to become a comprehensive financial resource and service provider for the University through the development of innovative programs and proven revenue-generating strategies. By becoming a critical and active link between the University and the local community, the Foundation will consistently support the University’s ever-expanding educational mission and objectives.
Values

The Foundation will achieve its mission and vision by developing and implementing programs effectively, as well as by adhering to the following values and qualities:

- demonstrate a strong commitment to customer service;
- have an on-going dedication to support University needs;
- maintain efficiency and quality;
- demonstrate a concern for the community and for bringing together the community and
• maintain open communication among University administration, staff, faculty, students, and the community;
• think creatively about solutions.
Institution & Location
Institutional Background

Centrally located in the South Bay and the heart of Los Angeles, CSU Dominguez Hills is a diverse, welcoming community of learners and educators collaborating to change lives and communities for the better. Through strong and relevant academic programs, dedicated faculty mentors, supportive staff, attractive campus, and student amenities, CSUDH is committed to connecting our students to an affordable, high-quality, and transformative education. CSUDH provides our communities with a vital resource for talent, knowledge,
skills, and leadership needed to thrive today and tomorrow.

For more information: https://www.csudh.edu/campus-history/
Carson is a city in Los Angeles County, California, located 13 miles south of downtown Los Angeles and approximately 14 miles away from the Los Angeles International Airport. Incorporated on February 20, 1968, Carson is the youngest municipality in the South Bay region of Metropolitan Los Angeles. As of the 2010 census, it had a population of 91,714.

Carson experiences a warm-summer Mediterranean climate, similar to that of the Los Angeles Basin with noticeably cooler temperatures during the summer due to the nearby
Pacific Ocean. Rainfall is scarce during the summer in Carson but the area receives enough rainfall throughout the year to avoid semi-arid climate. Carson, like many of the Southern California coastal areas, is subject to a late spring/early summer weather phenomenon called “June Gloom.” This involves overcast or foggy skies in the morning which yield to sun by early afternoon.
Mission

We provide education, scholarship, and service that are, by design, accessible and transformative. We welcome students who seek academic achievement, personal fulfillment, and preparation for the work of today and tomorrow.
A vital educational and economic resource for the South Bay, CSU Dominguez Hills will be recognized as a top-performing Comprehensive Model Urban University in America. We will be known as a campus community and gathering place where:

- diversity in all its forms is explored, understood, and transformed into knowledge and practice that benefits the world;
- technology is embraced and leveraged to transcend educational boundaries as we reach
out to students, both locally and globally;
- sustainable environmental, social, and economic practices are a way of life;
- students from our community who aspire to complete a college degree are provided the pathway and guidance to succeed;
- faculty and staff across the University are engaged in serving the dynamic needs of the surrounding communities;
- student life is meaningful and vibrant;
- our accomplishments and those of our alumni are recognized nationally and internationally;
- ultimately, our students graduate with an exemplary academic education, a highly respected degree, and a genuine commitment to justice and social responsibility.
The following core values are fundamental to our success:

- **Accountability.** We recognize and live up to our responsibility to our students, campus resources and finances, staff, faculty alumni, supporters, and the community at large.
- **Collaboration.** All segments of the campus community work together to support our vision as well as our students’ success.
- **Continuous Learning.** We strive to continually improve teaching, scholarship, and
service.

- **Rigorous Standards.** We identify, implement, and support excellence in all our practices.
- **Proactive Partnerships.** We actively engage with our communities and its members to promote educational opportunities and excellence for our students.
- **Respect.** We celebrate and respect diversity in all forms.
- **Responsiveness.** We are here to serve the needs of students, this community, and society.
Leadership
Dr. Thomas A. Parham, President

Thomas A. Parham, Ph.D. is a family man who resides in the Southern California area with his wife, Davida. Dr. Parham is the 11th president of California State University, Dominguez Hills. Dr. Parham previously served as vice chancellor for student affairs and an adjunct faculty member at the University of California, Irvine (UCI), where he had been since 1985. Prior to his role as vice chancellor, he served as assistant vice chancellor for counseling and health services, counseling center director, and director of the Career and Life Planning
Center at Irvine. Early in his career, Dr. Parham also held an appointment on the faculty at the University of Pennsylvania in Philadelphia.

“Dr. P,” as he is affectionately known, is a licensed psychologist with more than 35 years as a scholar and practitioner. He has sustained a research focus in the area of psychological nigrescence, specifically on identity development, African psychology, and multicultural counseling. In addition to writing over 45 journal articles and/or book chapters, he is the author of *Psychological Storms: The African American Struggle for Identity* (African American Images, 1997) and *Counseling Persons of African Descent: Raising the Bar of Practitioner Competence* (Sage, 2002). He also co-authored, *Culturally Adaptive Counseling Skills: Demonstrations of Evidence-Based Practices* (Sage, 2011) and the highly regarded *The Psychology of Blacks* book series, now in its fourth edition, *The Psychology of Blacks: Centering Our Perspectives in the African Consciousness*, 4th ed. (Pearson Education, 2011).

He has also produced several videos, including *Counseling African Americans, Youth and Violence*, and *Innovative Approaches to Counseling African Descent People* available through Microtraining & Associates, and *Working with African American Clients*, available through the American Psychological Association (APA).

Dr. Parham is a proud alumnus of the American Psychological Association’s Minority Fellowship Program (MFP), and strives to align his professional endeavors with the legacies left by MFP’s founders and former directors, Drs. James Jones and Dalmus Taylor. He holds Fellow status in Divisions 17 and 45 of APA and with the American Counseling Association (ACA), and the title of Distinguished Psychologist in the Association of Black Psychologists.

Dr. Parham is a past president of the National Association of Black Psychologists and the Association for Multicultural Counseling and Development (a division of ACA). He served on the editorial board for the *Journal of Multicultural Counseling and Development* for five years, and completed a term on the editorial board of the *Journal of Counseling and Development* as well. He currently serves as an ad hoc reviewer for the *Journal of Black Psychology*. He also serves as treating clinician for the NFL program for substance abuse.

In consultations, public addresses and television appearances throughout the United States, Dr. Parham has addressed such issues as multicultural counseling, counseling African Americans, cultural competence, educating African American youth, youth and violence, coping with stress, characteristics of exceptional people, multicultural education, managing
a diverse workforce, effective communications, developing effective management and supervisory skills, managing people, conflict resolution, and team building.

Dr. Parham contributes his talents in the areas of social advocacy, community uplift and youth empowerment to communities in both Los Angeles and Orange Counties.

In 1986, the city of Irvine appointed him to its Human Relations Committee, on which he helped draft the city’s first human rights ordinance. He also served as chair of UCI’s Martin Luther King Jr. Symposium for 10 years, and sought to extend the boundaries of the University community countywide.

In the early 1990s, he helped charter the Orange County chapter of the 100 Black Men of America, the 100 Black Men of Orange County (100 BMOC). While serving as their first chair of the education committee, he helped to develop the 100 BMOC’s signature Passport to the Future program, and is the architect of their Rites of Passage component.

He extended his reach and influence to the greater Los Angeles area by collaborating with the College Bound program to produce a similar Rites of Academic Passage component for high school students. After much encouragement, he has taken the Rites of Academic Passage model and turned it into an intellectual property now available for commercial sale. That program is known as The Bakari Project. He remains intimately involved with both programs to this day.

Dr. Parham was elected to serve as the fifth president of the 100 Black Men of Orange County organization in January 2002, a term of service he completed in 2005. His efforts as president included collaborating with Turning Point Communications and the City of Irvine to host the Annual African American Business Summit; planning for a Fall Health and Wellness Summit; initiating an Institutional Report Card initiative to evaluate the quality of the educational experience for African American youth in Orange County schools; serving on Orange County Sheriff’s Community Coalition Program; and helping to recognize and honor citizens of all colors who make a difference in the African American community by co-chairing the 100’s award committee for its annual gala. He has also served as national chair of education for the 100 Black Men of America.

Dr. Parham has been interviewed and quoted extensively in regional and national newspapers and magazines. He participated in the 2005 State of the Black Union hosted by Tavis Smiley, which aired on CSPAN, and appeared in the 2010 documentary Fair Game?,
directed and produced by Mario Van Peebles.

Dr. Parham grew up in Southern California and received his bachelor’s degree in social ecology from the University of California, Irvine, his master’s degree in counseling psychology at Washington University in St. Louis, and received his Ph.D. in counseling psychology at Southern Illinois University at Carbondale. He is licensed to practice psychology in California.
CSUDH is fully accredited by the WASC Senior College and University Commission (WSCUC) and offers 45 baccalaureate degrees, 24 master's degrees, and a number of certificate and credential programs.

Degree programs offered under the auspices of five colleges provide a well-rounded curriculum that combines rigorous academics with a practical education.
• College of Arts & Humanities
• College of Business Administration & Public Policy
• College of Education
• College of Health, Human Services & Nursing
• College of Natural & Behavioral Sciences

While continuing to emphasize the liberal arts and sciences, the University offers professional programs at both the undergraduate and graduate levels. Twelve programs hold accreditations from national professional associations: business administration, clinical sciences, computer science, education, health science, music, nursing, occupational therapy, public administration, social work, special education, and theatre arts. The University is known for excellence in teacher education, nursing, psychology, business administration, and digital media arts. CSUDH is also a national leader in distance education, with ten academic degree programs and seven certificate programs offered online.
The Student Body
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<tr>
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**Gender**

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Benefits Overview

- Health Insurance Plans
- Dental Plans
- Vision Plan
- FlexCash Plan
- Life Insurance Plans
- Retirement Plans
Review of applications will begin immediately and continue until the position is filled. To apply for this position please click on the Apply button, complete the brief application process, and upload your resume and position-specific cover letter. Nominations for this position may be emailed to Jennifer N. Hiatt at jnh@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Visit the California State University, Dominguez Hills website at www.csudh.edu

The California State University, Dominguez Hills Foundation is an equal employment opportunity employer, and is strongly committed to achieving excellence through a diverse
workforce. The CSUDH Foundation considers qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Human Resources Office at (310) 243-2373.