

Associate Director of Development (7547U) 67108
University of California, Berkeley

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Posted Apr. 4, 2024, set to expire Jun. 30, 2024

Job Title	Associate Director of Development (7547U) 67108
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement Development/Institutional Advancement
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Job Description	

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education,

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distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Goldman School of Public Policy (GSPP) has 30 ladder-rank faculty, 12 emeriti faculty, more than 70 staff members, and more than 30 academic Lecturers. It occupies seven buildings (both on and off-campus) with more than 40,000 assignable square feet; within those buildings are eight classrooms and more than 100 offices.

The School is primarily a graduate school, with four degree programs at the graduate level: the Masters of Public Policy (MPP); a Self-Supporting Degree Program - the Masters of Public Affairs (MPA); the Masters of Development Practice (MDP); and our PhD program in Public Policy. Its annual budget is approximately \$40M, made up of revenue sources such as current use and endowed philanthropy funds, contracts and grants, supplemental tuition from the MDP and MPP programs, self-supporting degree revenue from the MPA, and state funding.

The School is home to more than 10 research centers led by GSPP faculty: the Institute for Research

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on Labor Economics; the Center for Studies on Higher Ed; the Center for Environmental Public Policy; the Berkeley Institute for Young Americans; the Center on Civility and Democratic Engagement; the Global Policy Lab; the Possibility Lab; the Center for Security in Politics; the Berkeley Opportunity Lab; the California Policy Lab; the India Energy and Climate Center; the Risk and Resilience Research Lab, and others.

GSPP enrolls more than 1500 undergraduates annually in elective classes, and has more than 600 students in its undergraduate minor. The School has approximately 330 Master's degree candidates, 20 PhD students, and more than 3,000 alumni. GSPP hires more than 60 graduate student instructors, readers, lecturers and graduate student researchers annually. Its constituency also includes parents, friends and a number of organizations representing state, federal and local government and policy organizations. Former UC President Emerita Janet Napolitano is a ladder rank faculty member at the School, and she has expanded the research in Security Policy, as well as enabling connections with heads of state and former heads of state, both in the United States and abroad.

GSPP has been ranked first among Policy Analysis schools in the US for more than 20 years by US News and World Report. GSPP is also consistently ranked as one of the top graduate schools of Social Policy, and ranked fourth nationally in the fields of Public Affairs and Environmental Policy & Management.

Application Review Date

The First Review Date for this job is: April 16, 2024

Responsibilities

- **Frontline Fundraising/Prospect Pipeline (50%):** Personally manage a portfolio of leadership level prospects with the capacity of giving between \$1,000-\$100,000. Identify and qualify new prospective donors and cultivate, solicit and steward donors for core support to GSPP. Accountable for raising \$500,000 per year in core support to GSPP. Prospect work may entail travel, evening and weekend work, and attending, supporting and participating in donor related events.
- **Campaign Management (10%):** Manage micro campaigns -- Big Give, crowdfunding campaigns, and any other pop-up campaigns (ex. memorial campaigns). These campaigns, such as Big Give, are a very collaborative effort across UDAR, our development team and the Dean's office staff -- particularly our marketing/communications and events staff and Dean Wilson's executive assistant/scheduler.
- **Donor Stewardship (10%):** Develop and oversee our gift acknowledgement and donor

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stewardship programs, most of which are run in partnership with our central development office (UDAR) for gift acknowledgements letters for all gifts < \$1K and faculty chair and student fellowship donor stewardship reports. Serve as the point person for GSPP with UDAR and also come up with a plan to further steward our donors, including our annual, leadership, and major gift donors. Collaborate with UDAR, our development team and the Dean's office staff -- particularly our marketing/communications and events staff, and with students, faculty and other staff as needed.

- **Annual Fund (10%):** Oversee GSPP's core annual funds, including being the point person for UDAR on our direct response marketing appeals, and creating new supplemental appeals -- such as creating and executing our own end of calendar and end of fiscal year emails appeals. Accountable for increasing annual fund support and raising at least \$250,000 per year in core support to GSPP.
- **Event Sponsorship (10%):** In collaboration with Director of Institutional Giving and Senior Assistant Dean of Academic Programs and Dean of Students, identify new corporate, foundation and individual sponsors for annual GSPP Conference, Tech Policy Summit and other school-wide events.
- **Alumni Relations, Major Gifts & Advisory Board Support (5%):** Support major gift fundraising and management of our GSPP Board of Advisors. This could entail helping with briefings, proposals, events, meetings, etc. Board currently meets 2x per year, and development events are on an as needed basis.
- **Professional Development (5%):** Attend and participate in relevant conferences and webinars, including ones from CASE, Academic Impressions, etc.; Read relevant articles from CASE, Chronicle for Higher Education, etc.; Seek relevant mentorship and internship opportunities to advance career growth.

Required Qualifications

- Thorough working knowledge of all aspects of fundraising, donor relations and public relations including thorough knowledge of applicable laws, rules, regulations, policies, et cetera.
- Thorough working knowledge of, or can learn, the campus, its achievement, vision, mission, goals, objectives, applicable policies, infrastructure and current issues of concern and knowledge of issues of concerns for higher education generally.
- Thorough written, oral and interpersonal communication skills, including political acumen, to build and maintain effective working relationship at all organizational levels and with outside constituencies.
- Skilled in making persuasive and compelling presentations of campus goals/objectives and securing gifts.

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- Skilled to meet predetermined goals and objectives through effective program/project planning, organization, execution and evaluation.
- Thorough working experience in researching, developing and writing proposals to a variety of funders including alumni, individuals, and foundations.
- Analytical, critical thinking skills, problem recognition/avoidance/resolution skills.
- Thorough project management skills.
- Skills to meet or exceed fundraising goals and objectives.
- Some travel, evening, and weekend work will be required.
- This position is expected to work primarily on site, with some hybrid flexibility.
- Bachelor's degree in related area and / or equivalent experience / training.

Salary & Benefits

This is a full-time, career position that is eligible for full UC benefits. For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$100,000-\$125,000.

How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information

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received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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