

Executive Director of Development (0465U) Library  
Administration 67712  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234685>

Downloaded On: May. 20, 2024 8:46pm

Posted Apr. 15, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Executive Director of Development (0465U) Library Administration 67712
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 15, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Library Services
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**Job Description**

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**Executive Director of Development (0465U) Library Administration 67712**

**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, distinguished by its combination of internationally recognized academic and research excellence; the

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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](http://grow.berkeley.edu).

### Departmental Overview

A highly diverse and intellectually rich environment, UC Berkeley Library serves a community of 30,000 undergraduate students, 11,000 graduate students, more than 8,000 staff members, and a ladder-rank faculty of 1,500. Our mission is to help people find, evaluate, use and create knowledge to better the world. Our vision is to be a leader and partner in creating and implementing ideas and services that advance research, teaching, and learning.

With more than 20 distinct libraries, including the Doe and Moffitt libraries, The Bancroft Library, the C. V. Starr East Asian Library, and an array of subject specialty libraries, the University Library offers services and materials that span the disciplines. The Library provides materials in all formats and offers robust services that connect users with these remarkable resources to inform their research and advance their understanding of the world. With over 14 million volumes, almost 100,000 active Library users, and more than 4 million online visitors per year, the Library's impact is vast. Learn more at <http://www.lib.berkeley.edu/>.

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Library Development Office (LDO) is responsible for leading the fundraising program for all of the constituent libraries, which includes opportunities that align with and support the Library's mission and strategic plan, such as library core services, programs, facilities, units and other student support initiatives. LDO develops strategies in partnership with all library constituents and leads the solicitation of funds for endowments, annual giving, major gifts for programs and collections, and major building projects. LDO oversees and manages the identification, cultivation and solicitation of donors and donor prospects.

### **Job Summary**

Reporting to the university librarian (UL) and with a dotted line to university development and alumni relation (UDAR), the executive director of development is a member of the Library Cabinet, its senior leadership team, with overall responsibility for leading and managing the library development office, including gift solicitation, constituent relations, prospect development, strategic planning, and advancement services. They will engage with the UL and senior leadership in setting long-term development goals for the Library and are responsible for the overall strategy and means to achieve those goals. The incumbent will lead a collaborative fundraising team and will also have a high degree of independence. They will bring professional experience, knowledge of fundraising principles, managerial expertise, creativity in promoting the Library and its assets, passion for networking and community building, and an entrepreneurial approach to bear on their decision-making. The position has a dotted line report to the associate vice chancellor of University Development and Alumni Relations.

### **Responsibilities**

#### **Program Leadership and Strategic Management - Major Gifts and Donor Relations**

- Manages a team of several professionals and administrative support staff and a large and complex fundraising program, comprising the full range of development programs and includes responsibility, in collaboration with the Library Communications Office, for other external relations functions, such as events, volunteer coordination and management, donor stewardship, and other marketing related activities.
- Works with the university librarian, UDAR, academics, staff, volunteers, and other campus development officers, to lead the planning and execution of the Library's major gifts and external relations efforts, including major prospect identification, qualification, cultivation, and solicitation.
- Specifically: Oversees the effective "mining" of the campus alumni and prospect database, demonstrating facility and expertise in its use and exercises independent judgment in determining the distribution of work to subordinate staff; Oversees and manages the identification, cultivation,

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and solicitation of external and internal donors and donor prospects;

- Manages the Library's Board of Advisors and other donor relationships directly and through subordinate staff. Consistent with the university librarian's goals for fundraising and visibility, the incumbent's Board responsibilities include:
  - Creation and implementation of the Board's structure
  - Designation of formal and informal Board functions
  - Recruitment of members and officers
  - Assignment of committee functions and membership
  - Conceptualization and oversight of Board meetings and related materials
  - Oversight of the quality of all administrative activities related to the Board
  - Design and implementation of strategies for the cultivation, solicitation and stewardship of Board members
  - Oversight of Board members' annual giving commitments to the Library, including direct communication with board members on the issue.
- Ensures the identification of the Library's leadership and principal gift prospects (i.e., those capable of making gifts of \$1 million and above);
- Develops and manages a portfolio of major and principal gift donors and prospects capable of giving \$1M-\$5M and up.
- Applies advanced-level knowledge of capital campaign structures (e.g., leadership models, donor pyramids) and practices to unit and campus capital campaign;
- Selects, trains, mentors, guides, directs development staff, and performs the full range of managerial and supervisory duties, including regular performance appraisals for the team, with other actions as needed.
- Incorporates gift planning practices into donor strategies and develops strategies to work in collaboration with other units on initiatives involving various Library units;
- Monitors and reports results of major gift activity to the university librarian, as well as other senior campus officers as needed;
- Completes regular supervisory and other training, as mandated by the campus, the UC Office of the President, the Board of Regents, and the California state legislature and responsible for subordinate staff completion.

## Strategic Planning

- Has significant responsibility to achieve broadly stated goals for the department, identify objectives, implement direct programs, and develop overall departmental strategies and policies.
- Conducts and participates in short- and long-range strategic planning with the Library's leadership teams (known as Cabinet and Roundtable) and direct subordinates.

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- In collaboration with the Library Communications Office, facilitates the conceptualization and packaging of the Library's efforts, characterized by high potential to attract funds, based on donor familiarity and expressed interests.

### **Budget and Financial Operations**

- Manages the Development unit's budget within stated guidelines and funding levels.
- Collaborates with the university librarian and the Library's chief administrative officer to ensure accurate record keeping and to provide quarterly budget reviews and reports.
- Prepare an annual budget, including targets for philanthropic gifts necessary to sustain the library's operating budget.
- Exhibit understanding of (and compliance with) UC Berkeley financial policies as they relate to donor events and meetings.

### **External Relations**

- Manages high-level external volunteers and volunteer groups for the Library; interacts with UCB's top-tier volunteer groups as the Library's development representative. Facilitates interaction between the university librarian, Chancellor, UDAR, and other top-tier campus representatives and volunteers.
- Demonstrates nuanced understanding of Bay Area non-profit and cultural organizations with which we compete for donors and Board members.

### **Other duties as assigned**

- Position requires semi-regular evening and weekend work, as well as occasional travel for fundraising outreach and programmatic purposes and other duties as assigned.

### **Required Qualifications**

- Demonstrated success in identifying, cultivating and directly soliciting major gifts of six to seven figures in a non-profit and/or academic setting.
- Demonstrated leadership/management skills and advanced supervision experience, including selecting, training, mentoring, evaluating and motivating staff; experience in recruiting, guiding, training and motivating high-level volunteers.

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- Demonstrated ability to set and accomplish predetermined goals and objectives, including securing gifts and meeting fundraising goals.
- Excellent written, oral and interpersonal communication skills, including superior skills to build and maintain effective working relationships within all organizational levels and with external constituencies.
- Excellent public speaking and persuasive skills, and demonstrated ability to cultivate and steward donors effectively through relationship cultivation and emotionally intelligent outreach.
- This includes adapting communication and outreach to the intended audience and selecting the best methods and venues.
- Demonstrated skill in working and collaborating effectively in a team (or matrixed) environment.
- Excellent project and time management skills, sufficient to oversee multiple projects, quickly identify and resolve complex and competing interests, and motivate and coordinate among multiple stakeholders.
- Technical proficiency with computers and software, such as but not limited to; Google Suite, Slack; demonstrated ability to learn proprietary software such as CADS (the current campus donor management database).
- Demonstrated knowledge of or ability to quickly learn all aspects of UC fundraising, donor and public relations - including prospect management, donor policies and protocols at the Chancellor level; donor relation experience with UCB Foundation Trustees, University Relations and Office of the President; and advanced knowledge of applicable laws, charitable giving rules, regulations, and policies.
- Excellent knowledge or ability to quickly learn of UC Berkeley, its achievements, vision, mission, goals, objectives, operations and current issues of concern to the campus, and within higher education generally.
- Bachelor's degree in related area and / or equivalent experience / training.

### Salary & 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

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range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary that the University reasonably expects to pay for this position is \$190,000 to \$225,000.00.

The full salary range for this position classification is \$129,600 to \$254,400.00.

#### How to Apply

To apply, please submit your resume and cover letter.

#### Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

#### Other Information

The application reviews are anticipated to begin in the week of May 13, 2024. The position will remain open until filled.

#### 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](#)



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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](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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