

Director of Corporate Relations (0462U) - CITRIS
University of California, Berkeley

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Posted Jul. 23, 2024, set to expire Nov. 7, 2024

Job Title	Director of Corporate Relations (0462U) - CITRIS
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Research Public Relations/Marketing Development/Institutional Advancement
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Job Description

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Director of Corporate Relations (0462U) - CITRIS

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.

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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 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 Center for Information Technology Research in the Interest of Society and the Banatao Institute (CITRIS) leverage the research strengths of the University of California campuses at Berkeley, Davis, Merced and Santa Cruz, and operate within the greater ecosystem of the University and the innovative and entrepreneurial spirit of Silicon Valley. We strengthen bridges between world-class laboratory research, state and national policymakers, and companies and startups creating new applications and reshaping entire industries. CITRIS and the Banatao Institute facilitate interdisciplinary work among hundreds of University of California faculty members, students, corporate partners and international institutions. Together with these public and private partners, we are shaping the future of technology in ways that cross traditional boundaries.

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This is a 100% FTE, 18-month contract appointment with the possibility of extension.

Application Review Date

The First Review Date for this job is: July 25, 2024 - Open Until Filled

Responsibilities

40% Build and maintain a portfolio of 20-30 companies to grow CITRIS research initiatives and programs. Within two years in the role, responsible for \$3M-\$5M+ in annual fundraising from corporate partners. Continuing support is expected and a minimum of 20% from new sources yearly.

15% Create cases for support for both existing programs and programs of promise and institutional priority. Develop persuasive and compelling solicitations and ensure proposals align with the strategic priorities and goals of CITRIS. In collaboration with CITRIS leadership, develop a vision for CITRIS industry partnerships and update vision on a yearly basis.

15% Related responsibilities include providing personalized outreach and invitations to relevant events and experiences, coordinating sponsor recognition efforts with the communications team, and ensuring timely and accurate processing of all funding-related paperwork. Manage relationships with stakeholders by providing updates, organizing meaningful campus site visits, and participating in meetings, calls, and events that advance these vital relationships.

10% Partner with leadership across the four-campus ecosystem to engage CITRIS researchers. Identify partners, faculty, and others to engage in membership opportunities and research expertise. Attend and participate in CITRIS multi-campus meetings to inform colleagues on the recruitment of possible funding partners.

10% Ensure the timely development, submission, and management of proposals including event sponsorships for signature programs, and applying best practices for tracking, acknowledging,

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stewarding, and reporting to our institutional partners.

5% Build a strong relationship with the University Development and Alumni Relations (UDAR) team. Adhere to campus policies and procedures for membership programs developed in partnership with the UDAR team. Work with internal partners including other development staff within CITRIS to develop proposals and reports that accurately reflect programmatic priorities, needs, results, and lessons learned.

5% Other related functions as assigned.

Required Qualifications

- Bachelor's degree (and/or equivalent experience) and five years of direct fundraising and fundraising management experience.
- Seven to ten years of high-level fundraising experience, including with corporate donors.
- Demonstrated track record of high performance in a fast-paced environment.
- Excellent verbal, written, and interpersonal communication skills.
- Experience in establishing strategies to identify and qualify corporate partners.
- Experience in establishing a pipeline of supporters and managing a portfolio of at least 30-50 donors and prospects.
- Demonstrated success in portfolio management, prospect qualification, analytics, and research.
- Proven project management skills.
- Demonstrated ability to think strategically and creatively, work well under pressure, and manage details of several concurrent projects.
- Experience using reporting tools, design software, and donor management software.
- Proficient in MS Word, PowerPoint, and Excel, and in the Google suite of office tools.
- Experience in six-figure-plus partnerships or grant-writing.
- Experience with fundraising database and knowledge of prospecting tools and reports within fundraising systems or other prospective donor relations systems
Success working on teams to develop high-level proposals with funding opportunities across disciplines.
- Personal and professional confidence, accompanied by a sense of humor and empathy toward others.

Preferred Qualifications

- Demonstrated ability to develop compelling proposals and reports with a focus on areas within

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the CITRIS mission and research portfolio.

- Success in creating and executing a strategic development plan for soliciting, securing and stewarding gifts from external partners.

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

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$109,200 to \$140,000 yearly. This is a 100% FTE contract position eligible for benefits. This position is Exempt and paid monthly.

Other Information

This is a 100% FTE, 18-month contract appointment with the possibility of extension.

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 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

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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

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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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