

Chief Development Officer (0464U), Berkeley Art Museum  
and Pacific Film Archive (BAMPFA) - 74086  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=250796>

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Posted Dec. 20, 2024, set to expire Apr. 19, 2025

<b>Job Title</b>	Chief Development Officer (0464U), Berkeley Art Museum and Pacific Film Archive (BAMPFA) - 74086
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Dec. 20, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Senior Executive Officer
<b>Academic Field(s)</b>	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](http://grow.berkeley.edu).

## Departmental Overview

### Berkeley Art Museum and Pacific Film Archive (BAMPFA)

Berkeley Art Museum and Pacific Film Archive (BAMPFA) ignites cultural change for a more inclusive and artistic world. BAMPFA has been uniquely dedicated to art and film since 1970, with international programming that is locally connected and globally relevant. It holds more than 25,000 artworks and 18,000 films and videos in its collection, with particular strengths in modern and contemporary art and historical Chinese painting, as well as the world's largest collection of African American quilts. As part of the University of California, Berkeley, BAMPFA is committed to artistic diversity through its robust slate of art exhibitions, film screenings, artist talks, live performances, and educational programs that shed new light on the art of the past and connect our audiences with leading filmmakers and artists of our time. BAMPFA sits on the edge of campus and downtown Berkeley, where it welcomes visitors from across and beyond the Bay Area in a repurposed building designed by Diller Scofidio + Renfro.

## Position Summary

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As a member of the BAMPFA senior management team and reporting to the Executive Director, the **Chief Development Officer** is responsible for successfully managing the BAMPFA fundraising program to ensure that the development department reaches or surpasses an annual income goal of approximately \$7 million. The responsibilities of this position include the full range of development programs and functions; events; donor cultivation, solicitation, and stewardship; trustee engagement; and other development-related activities.

The **Chief Development Officer** manages BAMPFA's complex fundraising program. This position requires managing a fundraising staff comprised of fundraising professionals and related administrative support staff. The Chief Development Officer is responsible for the full range of development programs and has responsibility for other external relations functions, such as fundraising events, board coordination and management and heavy collaboration with the marketing and communications team.

November

### Application Review Date

The First Review Date for this job is: November 18, 2024

### Responsibilities

#### Fundraising and Cultivation:

- Personally oversees identification, cultivation and solicitation of potential individual donors above \$50,000, and is responsible for all board giving. Develops fundraising materials, builds development communication efforts, and works closely with BAMPFA's Director and the Marketing and Communications team and other administrative colleagues to ensure the alignment of approaches and efforts. Manages a portfolio of 100 - 125 major gifts or corporate/foundation relations prospects, with the capacity to give between \$50,000 and \$250,000. Makes at least 10 - 15 substantive contacts per month (e.g., significant moves that advance a relationship). Qualifies major gift prospects and solicits gifts directly, personally raising at least \$2 million annually. Develops individualized plans and/or strategies for cultivating and solicitation of major gifts. Presents formal fundraising proposals to major donors and prospects as appropriate. Serves as a persuasive advocate for the BAMPFA. Supports stewardship for major donors.

#### Strategic Planning:

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- Plans, organizes, and directs major fundraising activities which include multiple components. Sets strategic direction and develops effective tactics to achieve ambitious goals (\$7 million annually). Plans major fundraising events, including the annual gala, in collaboration with staff and volunteers. Oversees staff in the development and coordination of patron-level event series. Supports and prepares BAMPFA Director and key volunteers for presenting proposals and solicitations. Assists Director in soliciting and stewarding Endowment Campaign donors. Serves as liaison to Board Endowment Campaign Committee.

**Board Liaison:**

- Serves as staff liaison to the Board Committees or working groups, and also works with the AVC for Constituent Programs to ensure alignment with campus protocols and goals. Recruits, trains, and supports key volunteers who assist in advancement efforts. Shares responsibility with the Director for strengthening the Board, building close relationships between them and the organization and developing their leadership and fundraising skills. Staffs and serves on Board meetings and committees as needed, playing a large role in setting agendas, identifying goals, and follow through. Responsible for personally soliciting gifts from Board members to ensure they fulfill their pledges and annual giving commitments. Participates in campus fundraising groups.

**Supervision:**

- Manages the work of professional and support staff involved in the implementation of multi-component fundraising programs. Selects, trains, guides, and directs staff, and, as required takes corrective action. Develops fundraising performance metrics and provides expert advice, mentoring, and ongoing feedback to staff members to ensure their successful completion of fundraising goals.

**Goal Setting and Achievement:**

- Using long- and short-term development planning methodologies, the Director of Development conceives, develops, establishes goals for, manages, and evaluates fundraising programs and strategies to meet institutional goals and objectives. Leads the development of long-range and annual fundraising plans and plans for specific initiatives, balancing competing interests and aligning resources with institutional priorities. Manages development department budget.

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## Required Qualifications

- Advanced knowledge of all aspects of fundraising, donor relations and public relations.
- Advanced knowledge of all aspects of the campus, including relevant issues for both the campus and higher education.
- Advanced knowledge of the BAMPFA, its achievements, vision, and programs mission, goals, objectives, achievements and infrastructure.
- Knowledge of issues of concern for arts and educational institutions generally.
- Advanced knowledge of applicable laws, rules, regulations, institutional policies, et cetera.
- Advanced written, oral and interpersonal communication skills, including political acumen to establish and maintain good working relationships throughout the organization and with outside constituencies.
- Advanced skill in making persuasive and compelling presentations of museum's goals/objectives and securing gifts.
- Comprehensive strategic planning, critical thinking, analytical, problem-solving, persuasion/negotiation and development-related marketing skills.
- Advanced skill to meet predetermined goals and objectives through effective program/project planning, organization, execution and evaluation.
- Skill to meet or exceed fundraising goals and objectives.
- Highly developed knowledge of and good relations with regional and national arts supporters and donor community.
- Educational background in the arts, film, and or humanities, and appreciation for the full range of visual arts.
- Strong supervisory skills.

## Education Level

- 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

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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 range that the University reasonably expects to pay for this position is \$210,000 - \$233,000, commensurate with experience.

- This is an exempt, monthly-paid position.
- This is a full-time (40 hrs/week), Career position with full UC benefits.

### **Other Information**

- This is not a Visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### **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."



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### 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 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/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

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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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