

Assistant Dean, Chief Fundraising Officer (0466U) -
College of Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252179>

Downloaded On: Jan. 30, 2025 1:39pm

Posted Jan. 27, 2025, set to expire May 14, 2025

Job Title	Assistant Dean, Chief Fundraising Officer (0466U) - College of Engineering
Department	College of Engineering
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Financial Planning/Budget Management 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.

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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 College of Engineering at UC Berkeley is recognized for its excellence in education and research, consistently ranking among the top three Engineering colleges in the United States. With more than 250 ladder faculty members, 2,400 graduate students and 4,200 undergraduate students across seven academic departments, Engineering is the second-largest college on the Berkeley campus. The Dean's Office comprises multiple units for administration, student services, development, marketing & communications (MarComm), inclusive excellence, and capital projects. The College of Engineering campus community occupies more than a dozen buildings on the core campus in Berkeley and also operates in facilities at the Richmond Field Station.

The Development Team supports the College's mission through philanthropic fundraising efforts in partnership with the MarComm team to reach over 70,000 alumni, parents, friends, students, foundations and corporate partners. On average, the College raises \$100 million annually in gifts from individuals, corporations, foundations and other partners.

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The Assistant Dean, Chief Fundraising Officer reports directly to the College of Engineering Dean and is a member of the Dean's Leadership Team. Additionally, the Chief Fundraising Officer has a dotted line reporting relationship to the Associate Vice Chancellor, Constituent Programs in University Development and Alumni Relations. The Assistant Dean, Chief Fundraising Officer works collaboratively with colleagues within the College and across the campus to provide inspirational leadership for all aspects of the College's development efforts. This position manages the Development Team comprising 13 staff covering major gifts, annual giving, corporate and foundation relations, and advancement services. Working with the Dean, the Chief Fundraising Officer is responsible for the planning and implementation of a comprehensive, strategic advancement program in all areas of fundraising, donor cultivation and stewardship, and development. Also responsible for securing major gifts to support strategic needs of the College, and for managing the advisory boards of the College and each of its academic institutes/centers (i.e., the Fung Institute, Jacobs Institute, and Sutardja Center).

Responsible for a team that collectively is responsible for an average of \$100 million.

Application Review Date

The First Review Date for this job is: January 20, 2025

Responsibilities

40% - Leads and manages the College Development Team comprising staff across the areas of major gifts, annual giving, corporate and foundation relations, and advancement services.

- Manages a large and complex fundraising program with a complex constituencies and programs, typically through a large professional staff, including non-fundraising professionals (for example, editors, information systems, public relations staff) as well as related administrative support staff.
- Manages the identification, cultivation, and solicitation of donors and donor prospects, as well as the stewardship of donor relationships.
- Works with the individual directors to set their goals and implement their strategies.
- Selects, trains, mentors, guides, directs and evaluates staff, and takes corrective action as needed.
- Works in collaboration with the MarComm team for external relations events.
- Responsible for a team that collectively is responsible for an average \$100 million.

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25% - Responsible for the planning and implementation of a comprehensive, strategic advancement program in all areas of fundraising, donor cultivation and stewardship, and development.

- Develops and implements a strategic plan with long-term and short-term goals.
- Oversees implementation and continuous improvement of fundraising programs and strategies to meet goals and objectives.

25% - Responsible for securing major gifts to support strategic needs of the College.

- Maintains a portfolio of major gift donor prospects that include the most influential, complex or highly rated donors, typically with the capacity to give \$1M or more. Qualify major gift prospects and solicit gifts directly. Ensure that predetermined fundraising goals are met.
- Develops, implements, and/or evaluates individualized marketing plans and/or strategies for cultivation and solicitation of major gifts, gift planning, or corporate/foundation prospects. Prepares and presents formal fundraising proposals to major donors and prospects.
- Arranges meetings and prepares briefings for senior leaders to meet with major gift donors and prospective donors.

5% - Works with the Dean to manage the College of Engineering Advisory Board and the advisory boards for the Fung Institute for Engineering Leadership, the Jacobs Institute for Design Innovation, and the Sutardja Center for Entrepreneurship and Technology.

5% - Professional development

- Attends classes to update knowledge and develop expertise relevant to the job areas.
- Serves on college-level and campus-level committees as appropriate.
- Participates in activities that enhance the campus community and/or the College's extended community to advance the University's mission.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Advanced knowledge of all aspects of fundraising, donor and public relations, including principles, concepts, techniques and procedures.
- Advanced knowledge of design and implementation of identification, cultivation and solicitation strategies and techniques.
- Advanced skills to conceive, design, implement and evaluate effective fundraising programs.
- Advanced knowledge of leadership and management principles, concepts, techniques, etc.

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- Advanced knowledge of the campus and / or medical center, its achievements, vision, mission, goals, objectives and issues of concern both on campus and / or medical center as well as in higher education, research and medical care or clinical operations.
- Advanced leadership / management skills, including skills to select, train, mentor, motivate and evaluate all levels of staff.
- Advanced written, oral and interpersonal communication skills to establish and maintain effective working relationships within all organizational levels and with outside constituencies.
- Advanced skills to meet predetermined goals and objectives, including securing gifts and meeting fundraising objectives.
- Advanced political acumen skills.
- Advanced strategic planning, critical thinking, analytical and persuasion / negotiation skills.
- Advanced marketing skills.

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 \$171,000 to \$345,600 yearly. This is a 100% FTE career position eligible for full benefits.

How to Apply

To apply, please submit your resume, cover letter and Diversity Statement.

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.



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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."

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

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.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity



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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

Contact Information

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

Contact

N/A

University of California, Berkeley

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