

Chief Development Officer (0464U), Goldman School of  
Public Policy (GSPP) - 76516  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254117>

Downloaded On: Apr. 8, 2025 12:51am

Posted Mar. 6, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Chief Development Officer (0464U), Goldman School of Public Policy (GSPP) - 76516
<b>Department</b>	Goldman School of Public Policy
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 6, 2025
<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>	Public Relations/Marketing Development/Institutional Advancement
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6054838">https://apptrkr.com/6054838</a>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Chief Development Officer (0464U), Goldman School of Public Policy (GSPP) - 76516**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

Chief Development Officer (0464U), Goldman School of  
Public Policy (GSPP) - 76516  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254117>

Downloaded On: Apr. 8, 2025 12:51am

Posted Mar. 6, 2025, set to expire Jul. 1, 2025

mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

## Departmental Overview

UC Berkeley's Goldman School of Public Policy (GSPP) is a scholarship-based professional school that takes on complex social issues and pressing public problems to improve both understanding and practice for the sake of the common good. GSPP's interdisciplinary faculty are leaders in their fields, producing cutting-edge research that addresses climate change, racial bias in policing, educational inequality, national security, the social safety net, as well as innovation in government. GSPP graduates have served at the highest levels as UN officials, US cabinet secretaries, elected officials, heads of state agencies, presidents of universities, and founders and heads of non-profit and activist organizations. GSPP is consistently ranked as one of the top graduate schools of public policy in the nation, currently #1 in Policy Analysis and #1 in Social Policy according to US News & World Report. With the arrival of Dean David Wilson in July 2021, the school has embarked on an ambitious, forward-looking effort to grow our faculty, our student body, and our public impact to embody UC Berkeley's mission of public service.

## Application Review Date

The minimum posting duration for this position is 14 calendar days. The department will initiate the application review process on/after March 18, 2025.

## Responsibilities

### Directs GSPP's Major Gifts Program

Chief Development Officer (0464U), Goldman School of  
Public Policy (GSPP) - 76516  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254117>

Downloaded On: Apr. 8, 2025 12:51am

Posted Mar. 6, 2025, set to expire Jul. 1, 2025

Manages a moderately complex fundraising program, comprising the full range of development programs, with an emphasis on leadership and liaison work with donors, major gift strategy and stewardship. The incumbent is responsible for all donor relations in collaboration with the dean, UDAR, GSPP's faculty, and others. This includes strategic outreach, major prospect identification, donor qualification, cultivation, and solicitation. As the Development team's leader, this also includes responsibility for other external relations functions, such as donor events, volunteer coordination and management, and other marketing related activities.

The incumbent will conceive, create, develop, implement, evaluate and manage the School's fundraising staff, programs and strategies to meet predetermined goals and objectives, and ensures that those fundraising goals are met. Facilitates the dean's relationship with UDAR, the UC Berkeley Foundation, and donor interests and capacity.

**Specifically:**

- Oversees the effective "mining" of the campus alumni and prospect database, demonstrating facility and expertise in its use;
- Oversees and manages the identification, cultivation, solicitation, and stewardship of donors and donor prospects;
- Ensures the identification of the School's leadership and principal gift prospects (i.e., those capable of making gifts of \$1 million and above);
- Develops and manages a portfolio of leadership and principal gift donors and prospects capable of giving \$1M-\$5M and up;
- Applies advanced-level knowledge of comprehensive and capital campaign structures (e.g., leadership models, donor pyramids) and practices to unit and campus campaigns;
- Uses campus financial model for capital funding strategies (bond purchase, interest leverage, estate planning);
- Incorporates gift planning practices into donor strategies.
- Secures the optimal gift commitment from key prospects by coordinating the development and implementation of tailored cultivation strategies in cooperation with the Chancellor, Dean, UDAR, faculty, volunteers and other senior University officials;
- Develops strategies to work in collaboration with other units on multi-disciplinary initiatives involving GSPP faculty;
- Solicits major gifts, when appropriate, independently;
- Monitors and reports results of major gift activity to the Dean, as well as other senior campus officers as needed;
- Collaborates, when appropriate, with academic and professional representatives of peer institutions;

Chief Development Officer (0464U), Goldman School of  
Public Policy (GSPP) - 76516  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254117>

Downloaded On: Apr. 8, 2025 12:51am

Posted Mar. 6, 2025, set to expire Jul. 1, 2025

- Through seminars and individual study, maintains familiarity with the broad variety of tax savings and planned giving options pertaining to charitable gifts and other legal matters relating to private philanthropy;
- Manages the GSPP Board of Advisors and other Donor Relationships;
- Manages high level volunteers and volunteer groups for the School and interacts with UCB's top tier volunteer groups as the School's lead development representative. S/he facilitates interaction between the Dean, Chancellor, UDAR, faculty and other top-tier campus representatives and volunteers. In collaboration with the Dean, the incumbent works to establish and maintain an active, top-tier Board of Advisors of 35+ members. Consistent with the Dean'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 new 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 School, including direct communication with board members on the issue.

### **Strategic Planning and Programmatic Development**

- Participates in long and short-range strategic planning, in conjunction with other major areas of activity for the School: Executive Education, Administration & Operations, the School's State-supported degree programs (Masters in Public Policy and PhD in Public Policy), as well as a self-supporting degree program (the Masters in Public Administration).
- Facilitates the conceptualization and packaging of programmatic efforts characterized by high potential to attract funds, based on donor familiarity and expressed interests.
- Demonstrates nuanced understanding of Bay Area non-profit and cultural organizations with which we compete for donors and Board members
- Manages a professional fundraising team and advancement services. The incumbent currently supervises an Associate Director of Development (in the Fundraiser 3 classification), as well as several student workers. Additional discretionary fundraising would allow for additional fundraising staff.
- Selects, trains, mentors, guides, directs Development staff, and performs the full range of supervisory duties, including regular performance appraisals for the team, with other actions as needed. This requires undertaking regular training, as mandated by the campus, UCOP, and the

Chief Development Officer (0464U), Goldman School of  
Public Policy (GSPP) - 76516  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254117>

Downloaded On: Apr. 8, 2025 12:51am

Posted Mar. 6, 2025, set to expire Jul. 1, 2025

Board of Regents.

- Manages the Development unit's budget within stated guidelines and funding levels.
- Collaborates with the Dean's Office and the Chief Financial Officer of the School to ensure accurate record keeping and to provide quarterly budget reviews and reports.
- Prepares the Development team's annual budget, including targets for philanthropic gifts, pending legacy gifts, and alumni giving.
- Exhibits understanding of (and compliance with) UC Berkeley financial policies as they relate to donor events and meetings.
- Some evening and weekend work is required; this position is not eligible for 100% remote work. The expectation is that the incumbent either lives in - or will relocate to - the San Francisco Bay Area.
- Occasional travel for fundraising outreach and programmatic purposes is required.
- Other duties as assigned.

**Required Qualifications**

- Demonstrated success in identifying, cultivating and directly soliciting major and principal level gifts of \$100K-\$5M+ in a non-profit or academic setting.
- Demonstrated success managing a moderately complex fundraising operation and team.
- Demonstrated ability to set and accomplish predetermined goals and objectives, including securing gifts and meeting fundraising goals.
- Excellent strategic planning, critical thinking, analytical, problem solving, negotiation and marketing skills.
- Excellent written, oral and interpersonal communications skills, including superior political acumen skills, to build and maintain effective working relationships within all organizational levels and with outside constituencies. This includes adapting communication and outreach to the intended audience, and selecting the best methods and channels for such communication.
- Advanced public speaking and presentations skills, including ability to translate statistics and trend analyses into PowerPoint slide decks for the Dean's use.
- 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.
- Excellent persuasive skills, and demonstrated ability to cultivate and steward donors effectively through relationship cultivation and emotionally intelligent outreach.
- Ability to adapt, innovate, and seize opportunities while still delivering on strategic priorities and key objectives
- Excellent project and time management skills, sufficient to oversee multiple projects, to quickly identify and resolve complex and competing interests, and motivate and coordinate among

Chief Development Officer (0464U), Goldman School of  
Public Policy (GSPP) - 76516  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254117>

Downloaded On: Apr. 8, 2025 12:51am

Posted Mar. 6, 2025, set to expire Jul. 1, 2025

multiple stakeholders.

- Technical proficiency with computers, including Google Suite, Slack, and demonstrated ability to learn proprietary software such as CADS.
- Bachelor's degree in related area and / or equivalent experience / training.

### Preferred Qualifications

- Demonstrated knowledge of all aspects of UC fundraising, donor and public relations -- including prospect management, donor policies and protocols at the Chancellorial 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 (or comparable institutional knowledge/skills).
- Excellent knowledge of GSPP/UC Berkeley, its achievements, vision, mission, goals, objectives, operations and current issues of concern to the campus, within higher education generally, and within the domain of public policy (or comparable institutional knowledge/skills).
- CFRE Certification
- Prior supervision or Team Lead experience, including hiring, performance management, and disciplinary conduct as needed.

### Salary & Benefits

This is a full-time, career position. This position is eligible for up to 40% remote work within the United States. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

This position is eligible for the full range of 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.



Chief Development Officer (0464U), Goldman School of  
Public Policy (GSPP) - 76516  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254117>

Downloaded On: Apr. 8, 2025 12:51am

Posted Mar. 6, 2025, set to expire Jul. 1, 2025

The budgeted salary range that the University reasonably expects to pay for this position is \$121,100 - \$220,000, annually.

### 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."

### 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 E-mail** 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.



Chief Development Officer (0464U), Goldman School of  
Public Policy (GSPP) - 76516  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254117>

Downloaded On: Apr. 8, 2025 12:51am

Posted Mar. 6, 2025, set to expire Jul. 1, 2025

"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**

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](#).

#LI-RP1

**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)

### **Contact Information**

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





Chief Development Officer (0464U), Goldman School of  
Public Policy (GSPP) - 76516  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254117>

Downloaded On: Apr. 8, 2025 12:51am

Posted Mar. 6, 2025, set to expire Jul. 1, 2025

**Contact**

N/A

University of California, Berkeley

,