

Executive Director of Development (0462U), School of  
Social Welfare - 77909  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256299>

Downloaded On: May. 1, 2025 5:21pm

Posted Apr. 28, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Executive Director of Development (0462U), School of Social Welfare - 77909
<b>Department</b>	School of Social Welfare
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 28, 2025
<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>	Development/Institutional Advancement
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**Job Description**

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**Executive Director of Development (0462U), School of Social Welfare - 77909**

**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 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.

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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 School of Social Welfare has provided statewide, national, and global leadership in evidence-informed social work practice and social policies since its inception in 1944. Despite the small number of faculty, UC Berkeley Social Welfare has for decades been ranked the most productive group of social welfare scholars in the country, producing new knowledge that regularly challenges conventional wisdom and paves the way for new practices and policies. Equally important, our graduates become agents of social change through direct practice, agency management, policymaking, and leading new discoveries that address the grand challenges confronting our society. Collectively, as both scholars and practitioners, UC Berkeley Social Welfare continues to have a significant, positive impact on the common good across many social issues and populations in need.

## Position Overview

The **Executive Director of Development** at Berkeley Social Welfare is responsible for securing philanthropic support from donors, alumni, parents, and institutional partners. This role manages and grows a portfolio of approximately 120 - 200 prospects capable of making gifts of \$1K or more, with an annual fundraising goal of \$1 million or greater. The Director develops and executes comprehensive fundraising strategies, collaborates with school leadership, faculty, researchers, and volunteers, and represents Berkeley Social Welfare at donor meetings and key events. By aligning donor interests with institutional priorities, the Director plays a vital role in advancing the school's mission, focusing primarily on leadership and major gifts with occasional principal gift opportunities in collaboration with campus senior leadership. This position contributes to long-term development strategies that support student scholarships, faculty excellence, research, and key initiatives that strengthen social impact. Oversee the work of professional and/or subordinate staff. May attend functions, meetings and serve on internal/external committees as a campus representative.

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## **Application Review Date**

The First Review Date for this job is: May 10, 2025

## **Responsibilities**

### **Plan, organize, and direct the School's fundraising operations:**

- Manages and grows a portfolio of approximately 120 - 200 prospects capable of making gifts of \$1K or more, with an annual fundraising goal of \$1 million or greater.
- In collaboration with the Dean, formulate and implement the strategy and goals of the School's annual and major gifts prospects, to grow the School's endowments and unrestricted funds.
- Serve as a source of new ideas, energy, and motivation. Identify new ways to structure gifts and develop new marketing materials.
- Prepare case statements, and write proposals for solicitation of individual, corporate, and foundation prospects.
- Coordinate the strategy and activities of the Dean's strategic thought partners, including standing up an advisory board.
- Develop other stewardship and cultivation events for donors and prospects, such as dinners, receptions, special opportunities to meet distinguished guest speakers, etc.
- Evaluate programs and results systematically and make improvements continually.
- Ensure that annual fundraising goals are met.
- Develop campaign priorities and goals, and ensure the School remains on target to meet its capital campaign goals.

### **Implement the School's fundraising strategies. Results have a major impact on the School's overall programmatic goals. Prospects and donors are typically at the "leadership gifts," "major gifts," or "planned giving" level:**

- Identify, qualify, cultivate, solicit, and steward leadership prospects for increased levels of annual support or special gifts during the fiscal year.
- Conducts 120+ visits, via zoom, phone, or in-person, resulting in a solicitation/decision by June 30th.
- Following visits, submits a contact report within one week stating the details and results of each visit/solicitation.
- Conducts additional cultivation and stewardship visits, as necessary.
- Collaborates and partners with Major Gift Officers, Annual Giving Officers, Gift Administration, Stewardship, Institutes/Centers, University Relations, and campus Development Officers as

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necessary to ensure all tracked prospects are adequately engaged, solicited, and stewarded.

- Directly or indirectly secure \$1 million in unrestricted support and annually increases giving among personally and shared tracked prospects by 10-30%.
- Directly or indirectly increases donor participation among tracked prospects by 5- 10%.
- Tracks all outreach and results in CADS (alumni and donor database).

**Supervise the Alumni and Events Coordinator:**

- Supervises the day-to-day work of the Alumni and Events Coordinator and backfills role in the event of a vacancy.
- Conduct performance appraisals through the Achieve Together process.
- Address any performance management issues in a professional and timely manner, following all HR policies and processes.

**Manage office operations:**

- Recruit, train, and support key volunteers who assist in advancement efforts.
- Collaborate with professional and support staff in carrying out operations and strategic priorities of the Dean.
- Facilitate communication among and between administrators, faculty, donors, prospects, and volunteers.
- May attend functions, meetings, and serve on internal/external committees as a representative of the campus, i.e.: retreats, monthly department meetings, campus meetings (at least twice/month).

**Professional Development:**

- Work on special projects as assigned.
- Attend classes which will enhance expertise in job areas. Serve on departmental and campus-wide committees as appropriate.
- Participate in activities that enhance the School and campus community and/or larger community to further University service.
- Maintain knowledge of the Development & Alumni Relations unit and other relevant business processes in order to provide backup to other support staff in the unit.

**Required Qualifications**

- Minimum five years of thorough working knowledge and understanding of fundraising, donor

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- relations, or business development concepts, principles, techniques, procedures, and practices.
- Demonstrated experience and keen interest in personally soliciting gifts from individuals (\$1,000-\$100,000+).
  - Demonstrated ability to use thorough written, oral, and interpersonal communication skills, including high degree of emotional intelligence; political acumen, to build and maintain effective working relationships at all organizational levels and with outside constituencies.
  - Excellent knowledge of all aspects of the campus, including relevant issues for both the campus and higher education.
  - Excellent interpersonal skills and ability to work collaboratively with others to achieve common goals.
  - Thorough analytical and critical thinking skills, including skill in creative and effective decision-making and problem identification/avoidance/resolution.
  - Self-driven, highly organized, and advanced time management skills required.
  - Ability to maintain confidentiality, objectivity, sensitivity, discretion, professionalism, and exercise good judgment and tact.
  - Demonstrated ability to work both independently and as part of a team.
  - Available for some evening and weekend work.
  - Able to travel (generally within California).
  - Advanced knowledge of applicable laws, rules, regulations, institutional policies, et cetera.
  - Strong computer skills with proficiency in Microsoft Office, Google Suite, and video conferencing platforms with the ability to learn new computer programs and software systems.
  - Experience in higher education.

### **Education/Training:**

- Bachelor's degree in related area and/or equivalent experience/training.

### **Preferred Qualifications**

- Master's degree.
- Familiarity with the goals of social welfare and social workers.

### **Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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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 range that the University reasonably expects to pay for this position is \$109,200 - \$207,800.

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

### **Other Information**

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

### **How to Apply**

To apply, please submit your resume and cover letter.

### **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

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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**

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)

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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

University of California, Berkeley

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