

Senior Director of Development (0462U), Division of Arts
& Humanities - 78989
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258477>

Downloaded On: Jun. 20, 2025 1:33am

Posted Jun. 19, 2025, set to expire Jul. 1, 2025

Job Title	Senior Director of Development (0462U), Division of Arts & Humanities - 78989
Department	Division of Arts & Humanities
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 19, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Development/Institutional Advancement
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Job Description

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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.

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Departmental Overview

The Letters & Science (L&S) Development and College Relations Office is responsible for raising private support for all L&S departments from alumni and friends, corporations, and foundations, and provides leadership and assistance to the campus community.

The College of Letters & Science is made up of five academic divisions, each with their own funding opportunities, priorities, and development directors. This position will support the Division of Arts & Humanities. Gifts to the Arts & Humanities directly support faculty and students as they explore the human experience across an exceptionally broad range of subjects within our 19 departments and 12 groups and centers. Your investment ensures that our students are challenged by leading faculty to explore the deepest questions that shape their lives and our times.

Position Overview

The **Senior Director of Development** is responsible for securing philanthropic support from high-net-worth individuals, alumni, parents, growing a portfolio to 120-200 prospects capable of making gifts of \$100K+, with an annual fundraising goal of \$1-2M. The portfolio primarily focuses on the Campaign for the Magnes Collection of Jewish Art & Life with a goal of raising \$10 million by 2030, and support the division's arts-centric departments. This role develops and executes fundraising strategies for individual donors, collaborates with divisional leadership, faculty, and volunteers, and represents Arts & Humanities at donor meetings and key events.

The **Senior Director of Development** plays a critical role in advancing the division's mission by aligning donor interests with divisional priorities, driving primarily major gifts with the occasional principal gift when in collaboration with senior leadership, and contributing to long-term development strategies that support faculty and graduate student excellence, research, and key programs.

Application Review Date

The First Review Date for this job is: July 15, 2025

Responsibilities

Portfolio Management and Fundraising Strategy

- Manages a dynamic portfolio of approximately 120-200 major gift prospects, primarily high-net-

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worth individuals, alumni, and parents with the capacity to give \$100,000 or more +, in particular to the Magnes Collection campaign and the arts departments of the division. Develops and executes individualized cultivation, solicitation, and stewardship strategies to align donor interests with divisional priorities, advancing the mission of Arts & Humanities. Conducts at least 10-15 substantive contacts per month that meaningfully move relationships forward. Personally solicits major gifts and, in collaboration with senior leadership, participates in the solicitation of principal gifts. Ensures predetermined fundraising goals are met, with an annual target of raising \$1 million or more.

Collaboration and Proposal Development

- Prepares and presents formal fundraising proposals tailored to prospective donors. Collaborates with divisional leadership, faculty, and volunteers to create compelling cases for support. Coordinates and accompanies deans and faculty in donor meetings, especially when presenting high-level proposals. Supports long-term development strategies that strengthen fundraising in areas such as faculty and graduate student excellence, research, and divisional programs.

Donor and Campus Engagement

- Represents Arts & Humanities at donor meetings, cultivation events, and university-wide functions. Serves as a representative of the division on internal and external committees, contributing to development-related planning and communications.

Program and Strategy Development

- Designs and implements specialized development strategies and activities that advance the visibility and reputation of the Arts & Humanities division. Provides insight into emerging opportunities and trends in philanthropy that support divisional priorities and influence long-term fundraising efforts.

Required Qualifications

- A minimum of 5+ years of experience in the field and expert knowledge of all aspects of fundraising, donor relations and public relations.
- Expert ability to develop and structure complex gifts; proven track record of success in direct solicitation.
- Advanced skill in building prospect portfolio, knowledge of how to research, identify and cultivate

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new donors.

- Experience in successful relationship-building with prospects, key faculty and staff, volunteers, and board members.
- Progressively responsible experience in fund development with advanced knowledge of the multiple dimensions of fundraising, and donor relations, stewardship, including principles, strategies, concepts, techniques, and best practices.
- Expert skill in making persuasive and compelling presentations of campus/College goals/objectives and in securing gifts.
- Advanced written, oral and interpersonal communication skills, including advanced political acumen, and demonstrated success in establishing and maintaining good working relationships at all organizational levels and with outside constituencies, including donors and volunteers.
- Expertise in developing persuasive written materials from diverse, unstructured written and oral information.
- Advanced analytical, critical thinking, problem recognition/avoidance/resolution skills. Persuasive, nuanced and clear verbal and written communication skills that will speak to a range of audiences.
- Ability to successfully deal with confidential, complex situations involving coordination and consultation with high level constituents.
- Demonstrated sound judgment, tact, and a proven record of effective initiative.
- Knowledge of the campus and college's vision, mission, goals, objectives, achievements and infrastructure.
- Strong interpersonal skills to establish and maintain effective working relationships both internally and externally.
- Track record of forging collaborative and highly productive relationships.
- Demonstrated commitment to understanding and addressing the opportunities and challenges of remote work.
- Experience staffing and/or preparing executives for high profile meetings with donors and/or clients.
- Track record of successful fundraising with individual major donors and regularly reaching or exceeding goals.
- Proven ability to think strategically while also managing the details and execution of complex projects.
- A collegial, collaborative leadership style aligned with the ability to be well organized, focused, decisive and results-oriented.

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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 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 \$109,200.00 - \$158,500.00.

- 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 Bay Area-based and eligible for 60% remote work. The team is expected to be on-site two days per week. 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.

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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.

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

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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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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