

Major Gifts Officer (0462U)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258785>

Downloaded On: Jun. 27, 2025 8:42pm

Posted Jun. 27, 2025, set to expire Jul. 1, 2025

Job Title Major Gifts Officer (0462U)
Department School of Information - 77583
Institution University of California, Berkeley
Berkeley, California

Date Posted Jun. 27, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Senior Executive Officer

Academic Field(s) Development/Institutional Advancement

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Job Description

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Major Gifts Officer (0462U) - School of Information - 77583

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

The School of Information (I School) advances knowledge and practice everywhere humans interact with digital technologies. Through interdisciplinary research and teaching we are committed to expanding access to information and to improving its usability, reliability, and credibility while preserving security and privacy. Our faculty conduct research in human-computer interaction (HCI), security and privacy, applied data science, and technology in developing regions.

We currently offer three professional master's degrees and an academic doctoral degree. Our Master of Information Management and Systems (MIMS) program trains students for careers as information professionals and emphasizes project-based learning. Our Master of Information and Data Science (MIDS) program is an online degree designed for working professionals with career goals in the emerging field of data science. The newly launched Master of Information and Cybersecurity (MICS), also offered online, offers a holistic approach to cybersecurity and prepares students for professional careers in cybersecurity. Our Ph.D. program equips scholars to develop solutions and shape policies that influence how people seek, use, and share information.

The UC Berkeley School of Information seeks a passionate, self-motivated, ambitious major gifts officer to design a major gifts program for the School of Information. The successful candidate will be charged with helping design and implement a comprehensive campaign that will address immediate fundraising needs as well as future goals.

Application Review Date

The First Review Date for this job is: April 23, 2025 - Open Until Filled

Responsibilities

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50% Results have a major impact on the overall goals of the program. Manage a portfolio of 100 - 125 major gifts or corporate/foundation relations prospects, with the capacity to give at least \$50,000. Make at least 10 - 15 substantive contacts per month (e.g., significant moves that advance a relationship). Identify, cultivate, solicit, qualify and/or steward major gift prospects and donors. Ensure that predetermined fundraising goals are met and, once the program is up and running, raise at least \$1M annually.

15% Collaborate with colleagues within the I School and in other campus units to advance coordinated strategies for donors and prospects who are interested in multiple campus activities.

10% Plan, organize, and direct large-scale fundraising campaigns which include multiple components. May serve as an expert or lead development professional in a specific academic discipline.

10% Write proposals for solicitation of individual, corporate, and/or foundation prospects. Evaluate programs using financial feasibility studies and market research, including planning and evaluating annual solicitation programs and making recommendations for improvements.

5% May attend functions, meetings, and serve on internal/external committees as a representative of the campus.

5% Assist in the training and support of key volunteers who assist in advancement efforts. This may include alumni and outside constituents.

5% Participate in professional development activities.

Required Qualifications

- Bachelor's degree in related area and/or equivalent experience and training.
- Advanced knowledge of all aspects of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques.
- Expert level skills in making persuasive and compelling presentations of goals and objectives for a location in order to secure gifts.
- Solid knowledge or understanding of applicable laws, rules, regulations, policies, etc as it pertains to fundraising and solicitation.
- Advanced written, oral and interpersonal communication skills, including political acumen, to establish and maintain good working relationships throughout the organization and with outside constituencies.
- Excellent analytical & critical thinking, skills that lead to effective decision making and problem

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recognition/avoidance/resolution.

- Very strong skills in maintaining confidentiality.
- Demonstrated excellence in strategic planning, critical thinking, problem solving, persuasion/negotiation, and marketing skills.
- Proven experience identifying, cultivating and soliciting major gifts of \$100,000+.

Preferred Qualifications

- Experience in fundraising for academia or higher education.
- Knowledge of or experience with UC Berkeley's fundraising policies and guidelines.

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 to \$158,500 yearly (\$9,100.00 to \$13,208.34 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

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

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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/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](#).

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To apply, visit

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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