

Director of Development (0462U), Office of the Vice
Chancellor for Research (VCRO) - 77640
University of California, Berkeley

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Posted Jul. 16, 2025, set to expire Jun. 30, 2026

Job Title	Director of Development (0462U), Office of the Vice Chancellor for Research (VCRO) - 77640
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Public Relations/Marketing 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

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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

Office of the Vice Chancellor for Research (VCRO)

The Office of the Vice Chancellor for Research has overall managerial responsibility for Berkeley's research enterprise and facilitates interdisciplinary research across the university with a focus on supporting overall research excellence and new emerging ideas as well as the most promising approaches to innovation and entrepreneurship. It seeks to maintain a research environment that fosters creativity, collaboration and community. Its specific goals are to provide effective support for campus-wide research efforts; to advocate for research needs and resources; and to maximize the benefits of Berkeley's research to the scholarly community and the general public. In support of these goals, the Office of the Vice Chancellor for Research oversees over fifty research institutes, centers, museums, and field stations; administers the flow of research funding to the Berkeley campus; ensures the compliance of campus research with federal, state and university regulations; and facilitates relations between University researchers and private industry. A vibrant set of innovation and entrepreneurship activities is an important part of the Vice Chancellor for Research's portfolio. UC Berkeley is ranked #1 in the world for venture-backed startups, founders, and female entrepreneurs.

Position Overview

The **Director of Development** will work across a broad spectrum of innovation and entrepreneurship activities, including social entrepreneurship. This arena has seen vast growth in recent years that is supported by private philanthropy. Reporting to the Chief Development Officer, the Director of Development is responsible for helping to develop fundraising strategies and working in close

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collaboration with fundraising staff across the campus. The Fundraiser 4 maintains an active portfolio of donor prospects, focusing on individuals capable of giving \$100K or more.

Application Review Date

The First Review Date for this job is: May 13, 2025. Position open until filled.

Responsibilities

Fundraising and Donor Engagement:

- Makes 10-15 substantive contacts per month to advance relationships, moving prospects through the qualification and solicitation cycle.
- Works with faculty and staff leadership to craft tailored solicitation strategies to inspire philanthropic investments.
- Partners with senior leadership to facilitate high-level donor engagement, including preparing briefings, managing leadership involvement, and ensuring strategic follow-up.

Portfolio Management:

- Develops and manages a dynamic portfolio of approximately 100 major gift prospects, with the capacity to make gifts of \$100K+.
- Tracks and maintains key performance metrics, including total commitments, visits, touchpoints, asks, and other engagement benchmarks.
- Ensures that predetermined fundraising goals are met and raises at least \$1M annually.
- Implements program activities to achieve these goals.

Strategic Communications:

- Develops compelling donor materials, including proposals, briefings, and customized engagement plans, to effectively communicate fundraising priorities.
- Communicates with passion about UC Berkeley's public mission as well as the impact and societal benefit of the university's innovation and entrepreneurship ecosystem.

Collaboration:

- Plans, organizes, and directs fundraising strategies that include multiple components and may reach across multiple units.

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- Collaborates closely with fundraising peers across the campus. Works in close collaboration with the Chief Development Officer to support strategic priorities and new emerging programs.
- Analyzes needs and assists in the creation of strategic plans for fundraising and other advancement programs.

Other:

- May attend functions, meetings and serve on internal / external committees as a representative of the Vice Chancellor for Research Office.

Required Qualifications

- Advanced knowledge of all aspects of fundraising, donor relations, and public relations.
- Advanced written, oral and interpersonal communication skills, including political acumen to establish and maintain good working relationships throughout the organization and with outside constituencies.
- Advanced skill in making persuasive and compelling presentations of campus goals/objectives and securing gifts.
- Advanced skill to meet predetermined goals and objectives through effective program/project planning, organization, execution and evaluation.
- Advanced analytical, critical thinking, problem recognition/avoidance/resolution skills. Required Skill to meet or exceed fundraising goals and objectives.

Education Level

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

Preferred Qualifications

- Advanced knowledge of all aspects of the campus, including relevant issues for both the campus and higher education.
- Advanced knowledge of the campus including its vision, mission, goals, objectives, achievements and infrastructure.
- Advanced knowledge of applicable laws, rules, regulations, institutional policies, et cetera.

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Licenses/Certification

- Certified Fund Raising Executive (CFRE) Certification

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 \$120,000 - \$170,000, commensurate with experience.

- 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 not eligible for Visa sponsorship.
- This position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

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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/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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