

Assistant Director of Development (7546U), Lawrence Hall
of Science - 80796
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261837>

Downloaded On: Aug. 30, 2025 1:47am

Posted Aug. 29, 2025, set to expire Jun. 30, 2026

Job Title	Assistant Director of Development (7546U), Lawrence Hall of Science - 80796
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 29, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
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.

Departmental Overview

The Lawrence Hall of Science is UC Berkeley's public science center, working with youth and educators to inspire and engage through science learning while advancing equity and opportunity in science education.

Our science center engages over 100,000 people each year through exhibits, camps, and community programs. We reach millions of children every year with our K-12 curriculum and learning experiences. Our research also impacts the way that schools, science centers, after-school programs, and outdoor programs engage kids and prepare educators worldwide.

Position Summary

The Assistant Director of Development contributes to The Lawrence's fundraising priorities by implementing fundraising activities, including donor stewardship and communication, conducting prospect research to support donor identification, maintaining donor records, assisting in developing materials for fundraising and stewarding, assisting the Head of Development with prospect strategy, performing solicitations, and organizing related programs and events. The position reports to the Head of Development.

Application Review Date

The First Review Date for this job is: 09/10/2025.

Responsibilities

Donor Relations:

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- Build a portfolio of donors, prospects, members, and VIPs through frequent communication, including events, direct visits (personal and virtual), mailings and e- communications.
- Make timely responses to all inquiries from donors, event attendees, and the public and record significant interactions in Tessitura and University CADS database.
- Draft donor correspondence, assist with gift acknowledgements, and track stewardship.
- Write and assist with production of tailored, in-house donor mailings, e-giving and annual campaigns, fundraising event invitations, and other special projects.

Support Major Gifts and Special Projects:

- Assist in the development of proposals, presentations, site visits, meetings, and other special events to meet key fundraising objectives.
- Develop and design materials in collaboration with Head of Development, including proposals, agendas, briefings, background information, slide deck presentations, and tailored correspondence for major donors and prospects.
- Meet with donors and solicit donors in accordance with strategy developed with and approved by Head of Development.

Development Operations:

- Under supervision of Head of Development, plan, schedule, implement, and keep on track fundraising campaigns, projects, programs, and events in support of The Lawrence's fundraising priorities.
- Conduct prospect research to expand The Lawrence's donor portfolio.
- Ensure that recorded donor data and designations are accurate and complete.
- Attend select donor meetings and perform follow-up.
- Identify development communications opportunities; work with Marketing and Communications team to highlight the impact of donations and build donor engagement with The Lawrence.

Event Planning and Execution:

- Assist with special events (including receptions, speaking events, family events for members and the public, Lawrence Hall of Science Advisory Council meetings, and an annual benefit).
- Attend fundraising events, both to assist in their execution and to meet and cultivate donors who attend.

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Research and Data Analysis:

- Use Customer Relationship Management System (Tessitura) to inform development marketing strategies, including prospect identification and cultivation strategies to build the donor pipeline.
- Use analytics to track success of various campaigns and initiatives, correlate prospect interests with action plans and help to build a conversion path from visitor/customer, to member, to donor.
- Work with the Development team to identify needs for complex data, refine and articulate those needs, and work with UDAR Prospect Management and in-house CRM team to design and deliver effective reports.
- Conduct or obtain research on individuals and companies to identify/qualify new donors or support proposal development.

Required Qualifications

- Working knowledge of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques, including first-hand experience with direct solicitation and donor communication.
- Excellent written and interpersonal communication skills to establish and maintain good working relationships throughout the organization and with outside constituencies.
- Strong organizational, strategic, and critical thinking skills.
- Highly detail oriented with a critical degree of accuracy.
- Skills in maintaining confidentiality.
- Customer service ethic for working with donors and members.
- Proficiency with Google suite and Microsoft Office suite.
- Ability to work some nights and weekends for events and stewardship activities.
- Ability to reliably travel to and from the primary work location and other designated sites as required to fulfill job responsibilities, such as locally in the San Francisco Bay Area to meet with donors and prospects in person.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Familiarity with the University of California, Berkeley and the Lawrence Hall of Science and/or the ability to learn the institution's vision, mission, goals, objectives, achievements and infrastructure.
- Previous experience in a nonprofit of similar size and scale.
- Strong project and time management skills.

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- Ability to work both independently and as part of a team.
- Experience with fundraising databases and CRM systems.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.

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 hourly range that the University reasonably expects to pay for this position is \$35.78 - \$47.89.

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- This is a non-exempt, biweekly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

SB 791 and AB 810 Misconduct Disclosure Requirement: 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

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or federal law.

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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