

Director of Development and Operations (4800C)  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262508>

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Posted Sep. 15, 2025, set to expire Jun. 30, 2026

**Job Title** Director of Development and Operations (4800C)  
**Department** Berkeley Center for Law & Technology  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Sep. 15, 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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**Director of Development and Operations (4800C), Berkeley Center for Law & Technology - 81120**

### 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

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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

The Berkeley Center for Law & Technology (BCLT) at the University of California, Berkeley is seeking a highly organized self-starter to fill the role of Director of Development and Operations. This is an exciting opportunity to join a dynamic team that works with faculty, students, law firms and leading tech companies to address cutting edge legal and policy issues posed by the internet and other rapidly changing technologies.

BCLT, a center within the UC Berkeley Law School, is widely recognized as providing the nation's #1 program in law and technology. Berkeley Law is known for its vibrant and engaged community of students and scholars who are committed to making a difference on problems of local, national and global import.

### Position Summary

The Director of Development and Operations manages or performs the administrative and development services of an academic research center. Administrative services include activities in finance and budget management, marketing and fundraising, conceptualizing of events, IT, and human resources. General management includes long and short range strategic planning in partnership with the Executive Director in determining the mission of the center as well as directing and supervising subordinate staff responsible for events and communications and student services.

### Application Review Date

The First Review Date for this job is: 09/25/2025.

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## Responsibilities

Plans and implements a complete fundraising program for law firm and corporate sponsors, including

- Develops and maintains relationships with sponsor representatives (including law firm sponsors, corporate sponsors, and advertising sponsors).
- Initiates and maintains communication with sponsor representatives.
- Coordinates Advisory Committee comprised of sponsor representatives.
- Identifies, cultivates, and solicits potential sponsors.
- Maintains sponsor database.

Develops and prepares budgets and financial reports for funding, which may be complex.

- Performs or supervises recharge administration, reconciliation, procurements, reimbursements, and expense allocation in compliance with UCB rules.
- Monitors actual income and expenses against budget throughout the year.
- Gathers, analyzes, prepares, and summarizes financial reports.

Manages, plans and administers a range of administrative operations in a small to mid- sized academic research center.

- Applies strong project management skills across all Center activities.
- Supervises assigned Center staff and student workers.
- Assigns tasks and ensures their successful completion.
- Reviews work practices and task allocations and proposes new strategies for consolidating and/or reorganizing workflow to achieve efficiency and manage resources.
- Engages in professional development and training opportunities as needed.
- Performs additional duties as assigned.

Coordinates and participates in a variety of human resources activities including recruitment, employment, training, classification, scheduling, and ensuring the completion of forms and documents related to HR and Payroll for unit/department.

- Reviews and approves timesheets and prepares employee evaluations and other HR reports.

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Assists in the planning and execution of an extensive schedule of complex events.

- Provides assistance on events and student activities as needed.
- Interacts with sponsors and partners on co-sponsored or co-branded events.

With Executive Director and Assistant Director for Communications and Events, develops strategies for outreach to all constituents. Assists in the design and drafting of organizational website content; newsletters and correspondence to Center constituents.

- Supervises maintenance of Salesforce database of all contacts, sponsor participation, and event attendance, for tracking and reporting purposes; ensures Center is taking full advantage of Salesforce's capabilities to manage constituency relationships.

### Required Qualifications

- Thorough knowledge of and/or can quickly learn University rules and regulations, processes, protocols and procedures for budget, account and fund management, personnel management.
- Thorough knowledge of law firm recruiting and marketing/business development practices.
- Thorough knowledge of channels used by advertising sponsors.
- Thorough knowledge of financial analysis and reporting techniques, human resources policies and procedures for staff and academic employees.
- Knowledge of a variety of administrative operations activities such as events planning, basic fundraising processes, accounting and payroll, and contracts and grants regulations and guidelines.
- Competency with Salesforce and ability to use it strategically for relationship management.
- Excellent interpersonal communication skills to include verbal and written, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Strong leadership and team-building skills
- Strong skills in short term planning, analysis and problem-solving and customer service.
- Strong political acumen and the ability to use discretion and sound judgment in managing sensitive information and in responding to issues and concerns.
- Ability to maintain sensitive and confidential information.
- Strong attention to detail.
- Ability to attend evening and weekend events as required.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.

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- 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.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- Knowledge of and/or can quickly learn common University-specific computer application programs.

### 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 annual salary range that the University reasonably expects to pay for this position is \$95,000.00 - \$105,000.00.

- This is an exempt monthly-paid position.

### How to Apply

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

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## Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

## 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.

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](#)

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[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.

**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

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