

Director of Development (0462U) - MPS
University of California, Berkeley

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Posted Oct. 28, 2025, set to expire Jun. 30, 2026

Job Title Director of Development (0462U) - MPS
Department College of Letters & Science
Institution University of California, Berkeley
Berkeley, California

Date Posted Oct. 28, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Financial Planning/Budget Management
Development/Institutional Advancement
Alumni Relations

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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

The intellectual heart of UC Berkeley, the College of Letters & Science (L&S) is the largest of the university's 14 colleges and schools and the most prestigious teaching and research unit in the UC system. L&S encompasses more than half of the campus's faculty, three-quarters of its undergraduate students, and half of its Ph.D. candidates.

L&S offers students a choice of more than 80 departmental majors (link is external) as well as vast opportunities to study and conduct research both within and outside of the traditional disciplines. By encouraging students to pursue their curiosity in a multitude of areas, L&S sets its graduates on a lifelong path of learning and personal growth.

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

In consultation with the Assistant Deans of Development of the Divisions of Biological Sciences and Mathematical & Physical Sciences, the Director of Development helps to develop, deliver, and administer fundraising programs. The job emphasizes the identifying of new donor prospects through interaction with Prospect Research and by researching potential donors, identifying new prospects, then cultivating and soliciting them. This cycle may include some development of materials, proposals and events.

This is a complex position that will provide unparalleled opportunities for growth. In 2024, Berkeley

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successfully completed a \$7.37 billion capital campaign, exceeding the goal of that nine-year effort. The College of Letters & Science was an integral part of this success, with new funding secured during the for the academic departments of the College and the myriad of research programs led by its faculty. The divisions of Biological Sciences and Mathematical and Physical Sciences are considered among the best in the nation, if not the world. Distinctions such as the Nobel, Turing, Shaw and Breakthrough Prizes, and Fields Medals, as well as the launch of new institutes and centers, mean that there is great collaboration with faculty to address the demands that come with great success. Position has a fundraising goal of at least \$1M.

The Director of Development will be part of a team that defines new opportunities for the current fundraising campaign, still in the quiet phase, to help Berkeley sustain academic excellence in an era when philanthropy will be crucial to our success. This is an opportunity to join a solid, successful, forward-thinking fundraising effort in one of the most rewarding intellectual environments in the world. We welcome applications from candidates who want to help us define the new era of greatness in public higher education.

Application Review Date

The First Review Date for this job is: November 4, 2025 - Open Until Filled

Responsibilities

Fundraising

- Manages a hybrid portfolio of ~200 leadership and major gift donor prospects with the philanthropic capacity to support the Division of Biological Sciences and Mathematical & Physical Sciences. Identifies, cultivates, and solicits donors.
- Researches, analyzes and synthesizes information from various sources to determine relevant characteristics of leadership and major gift donor prospects.
- Manages a portfolio of around 120 leadership and emerging major gift prospects, with the capacity to give five figure gifts or more, through identification, qualification, solicitation, cultivation, and/or stewardship.
- Initiates and conducts 8-10 virtual or in-person visits per month with selected donors for the purpose of determining philanthropic interests, capacity, inclination and readiness.
- Develops tailored cultivation and solicitation strategies within existing policy guidelines and creates and presents written and oral proposals to donors.
- Solicits gifts directly; working and collaborating with appropriate college representatives to implement successful solicitation strategies.

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- Ensures that predetermined fundraising metrics are met, including visits, significant contacts, and other(s).
- When necessary, develops persuasive materials (written, oral and printed) to communicate the strengths and specialized needs of campaign initiatives.
- Participates in short and long-range strategic planning to achieve campaign goals and accommodate donor interests.
- Position has a fundraising goal of at least \$1M.

Donor Engagement - Manage and lead donor cultivation and engagement efforts across both divisions.

- Oversee divisional field trips in partnership with faculty, students, and campus leadership, focusing on engaging and cultivating donors and alumni.
- Manage and coordinate field trip event logistics with internal staff, including data/invite lists, invitations, event briefings, and more.
- Aim to produce the following department events per year:
 - 1-2 Earth & Planetary Science
 - 1-2 Integrative Biology
 - 1-2 Molecular & Cell Biology
 - 1-2 Neuroscience
 - 1-2 Physics
 - 1 Astronomy
 - 2 Mathematics (friends of math events)
- Partner with Donor Engagement Writer to develop collateral to support field trips and fundraising initiatives, as well as team analyst and assistant on the implementation of various donor relations programs.
- Identify underrepresented geographic areas of donors and alumni, engaging them through strategic outreach and planning.
- Identify and prioritize new donor and alumni groups (parents, recent graduates, event attendees, etc.) from the division in collaboration with Senior Development Analyst and Prospect Development Analyst.

Alumni Relations - Manage and lead alumni relation efforts across divisions in partnership with the Alumni Relations Office in UDAR.

- Serve as liaison for all alumni related activities, initiatives, and projects for the Division of Biological Science and the Division of Mathematical & Physical Sciences.
- Lead and implement annual crowdfunding campaigns, in collaboration with team member(s) and campus faculty, leadership, and staff, that focus on giving days' like Giving Tuesday and

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Berkeley's 24 hr "Big Give" campaign.

- Maintain a list of alumni who are appropriate and willing to serve on career panels.
- Participate and serve on working groups for implementation of the Alumni Engagement Gateway.
- Analyze needs and assists in the creation of strategic plans for fundraising and other alumni relation programs that support pipeline development.

Other Duties

- Coordinates stewardship efforts for portfolio donors, focusing on high value donor contacts and arranging individual donor meetings.
- Interact with donors virtually, in person, by phone and/or written communication.
- Prepare strategic progress reports to donors and funding entities on the use of gifts; reports may be regular, periodic, or ad hoc, and may be in written form, in person, or via the phone.
- As necessary, analyze endowment fund purposes and historical use, review for compliance with fund terms and other applicable laws and policies, and work with L&S departments to correct compliance problems.
- Review active funds; identifying donor contacts; developing reporting processes where they do not exist and assuring the maintenance of reporting schedules.
- Campus Affairs: Attend functions, meetings and serve on internal/external committees as a representative of the campus.
- Prepare and collaborate on donor event briefings for campus leadership.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- A minimum of 3 years of experience in fundraising and donor relations.
- Thorough working knowledge and understanding of fundraising and donor relations concepts, principles, techniques, procedures and practices.
- Thorough knowledge of applicable laws, rules, regulations, policies, et cetera.
- Outstanding written, oral and interpersonal communication skills, including political acumen, to build and maintain effective working relationship at all organizational levels and with outside constituencies.
- Thorough analytical and critical thinking skills, including skill in creative and effective decision-making and problem identification/avoidance/resolution.
- Thorough project management skills.
- Skills to meet or exceed fundraising goals and objectives.
- Must possess a demonstrated ability to research, analyze, and synthesize information from various sources and to effectively produce accurate written reports.

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- Ability to develop persuasive written materials from diverse, unstructured written and oral information.
- Ability to successfully deal with confidential, complex situations involving coordination and consultation with high level constituents
- Must have a strong customer service orientation.
- Ability to handle multiple projects and adhere to strict deadlines, and to function as an effective team member.
- Demonstrated expertise to utilize on-line databases and other software to create, retrieve and compile documents and historical information for reporting purposes.

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 \$140,000 to \$165,000 yearly. The full salary range for this title is \$112,400 to \$214,000 yearly. 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

As a condition of employment, the final candidate who accepts a conditional offer of employment will

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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.

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.

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Contact

N/A

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