Overview
The University of California, Berkeley, is one of the world’s most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley’s culture of openness, freedom and acceptance – academic and artistic, political and cultural – make it a very special place for students, faculty and staff.

UC Berkeley School of Law (Boalt Hall) is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import.

In 2012 Berkeley Law celebrated 100 years of outstanding legal education and began to chart a course for an equally remarkable second century. Currently ranked among the top ten law schools in the country, Berkeley Law recently surpassed its goal of raising $125M and completed its campaign with $130M, dwarfing all prior fundraising drives. As we envision the future we expect that the next campaign for Berkeley Law will be even more ambitious.

Reporting to the Dean of Berkeley Law, the Assistant Dean for Advancement is a member of the leadership team, and is responsible for leading the planning and execution of a comprehensive fundraising enterprise designed to promote and optimize philanthropic support to Berkeley Law. This position works directly with and on behalf of the Dean and in collaboration with University Relations and other fundraising professionals across the campus. The Assistant Dean manages a highly complex set of strategies and constituencies designed to optimize philanthropic giving to Berkeley Law.

Responsibilities

25% Manages a large and complex fundraising program with complex constituencies and programs, typically through a large professional staff, including non-fundraising professionals (for example, editors, information systems, public relations staff) as well as related administrative support staff.

• Working directly with the Dean, University Relations, Alumni Board members, and faculty to translate law school and campus-wide strategic efforts and priorities into donor strategies.
• Deploys team proactively and responsively to ensure maximum return.
• Attends campus-wide fundraising meetings to ensure coordination of efforts and activities, learn and share best-practices, and network.
• Drives team toward overall efficiency through collaboration, leveraging synergies, and minimizing redundancies.

20% Selects, trains, mentors, guides, directs and evaluates staff, and, as required, takes corrective action.
• Selects and mentors highly skilled professionals with a track record of success and a style that supports partnership and collaboration.
• Assigns fundraiser portfolios that map to their skill sets and strengths, adjusting as necessary based on changes in priorities.
• Deploys team to champion appropriate initiatives and represent the Law School in a professional manner at all times.
• Addresses performance concerns in a timely manner to ensure maximum effectiveness.
Assistant Dean for Advancement  
Berkeley Law  
Job # 18193

20%  Conceives, creates, develops, implements, evaluates and manages fundraising programs and strategies to meet predetermined goals and objectives.  
• Develops, implements, and tracks overall performance utilizing sound fundraising metrics.  
• Continually assesses and deploys resources to reach goals to achieve maximum effect in a complex and ever-changing fundraising environment.

10%  Manages the full range of development programs and may also manage other external relations functions.

10%  Directs, implements and evaluates long and short-range strategic planning.  
• Responsible for developing, implementing and leading and successful fundraising campaign that is in tandem with the strategic plan.

10%  Manages the identification, cultivation and solicitation of donors and donor prospects.  
• Directs the overall strategy for prospecting, researching, cultivating, and soliciting donations.  
• Reviews and approves specific donor plans and strategies with staff.  
• Leverages high-profile alumni, volunteers, and other individuals of significance to the school and the campus.

5%  Manages other external relations functions, such as volunteers, outreach, et cetera.

**Required Qualifications**
• Bachelor’s degree (or advanced degree preferred) in related area and/or equivalent experience/training with at least five years of successful experience relating to the duties described (or equivalent combination of education and experience.  
• Advanced/expert knowledge of all aspects of fundraising, donor and public relations, including principles, concepts, techniques and procedures.  
• Advanced/expert knowledge of design and implementation of identification, cultivation and solicitation strategies and techniques.  
• Advanced/expert skills to conceive, design, implement and evaluate effective fundraising programs.  
• Advanced/expert knowledge of leadership and management principles, concepts, techniques, and procedures.  
• Advanced/expert knowledge of the campus, its achievements, vision, mission, goals, objectives and issues of concern both on campus as well as in higher education.  
• Advanced/expert leadership/management skills, including skills to select, train, mentor, motivate and evaluate all levels of staff. Experience in developing high performance fundraising teams.  
• Advanced/expert written, oral and interpersonal communication skills to establish and maintain effective working relationship within all organizational levels and with outside constituencies.  
• Advanced/expert skills to meet predetermined goals and objectives, including securing gifts and meeting fundraising objectives.  
• Advanced/expert political acumen skills.  
• Advanced/expert strategic planning, critical thinking, analytical and persuasion/negotiation skills.  
• Advanced/expert marketing skills.  
• Advanced/expert understanding and demonstrated experience implementing and leading successful fundraising campaigns.  
• Ability to quickly gain substantive knowledge and understanding of legal programs, projects and activities to effectively present potential giving opportunities to prospective donors.  
• Advanced/expert consensus-building skills necessary to develop effective and collegial relationships with diverse groups and individuals.
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- Advanced/expert understanding of complex and varied types of approaches and appeals.
- Demonstrated expertise in effectively developing and maintaining collegial relationships in a decentralized and multi-layered fundraising environment.
- Demonstrated ability to balance the motivations of the donor with the needs and priorities of the School and the University.
- Demonstrated ability to keep abreast of quickly changing legal, business, and economic trends as the affect the giving potential.
- Demonstrated ability to effectively maintain connections with current and prospective donors over wide geographic areas including local, state, national, and international.
- Demonstrated ability to develop strategic plans to successfully address both short and long-range institutional goals.
- Demonstrated ability to apply information in visualizing links and potential partnerships that may not be obvious.
- Creativity in researching and discovering new donors or industry groups and the ability to develop innovative, creative and effective strategies for constituents with a broad range of interests.
- Demonstrated experience developing and structuring highly complex gifts.
- Knowledge of tax guidelines governing charitable giving.
- Skills in guiding and motivating top volunteers and board members.
- Ability to successfully complete a criminal background check.

Salary & Benefits
Salary commensurate with experience.

For information on the comprehensive benefits package offered by the University visit:  

How to Apply
To apply for this position, please submit applications and any inquiries to: UCBadvancementdean@heidrick.com.

Criminal Background Check
This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

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, national origin, disability, or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see:  
http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct

If you’d like more information about your EEO rights as an applicant under the law, please see:  