

**UNIVERSITY OF CALIFORNIA, BERKELEY SCHOOL OF LAW
Berkeley, CA**

ASSISTANT DEAN FOR DEVELOPMENT AND ALUMNI RELATIONS

The University of California, Berkeley School of Law (“Berkeley Law”) seeks a new chief development officer. This Assistant Dean for Development and Alumni Relations will report directly to Dean Erwin Chemerinsky, the distinguished first amendment scholar, veteran law school dean and noted institution builder, as he embarks on an ambitious plan to renew Berkeley Law’s standing as the pre-eminent national public law school, while enhancing its commitments to pioneering legal scholarship, access to the profession and the public interest. Building on the momentum of record annual fund collections (with contributions up 35% from last year), the Assistant Dean will oversee all law school fundraising and alumni relations and collaborate with a newly invigorated and empowered central University Relations operation. The new Assistant Dean will lead an office of 12 professionals and have the opportunity to hire four new major gift officers (including two current openings and two additional lines) over the first two years of the appointment, as Berkeley Law prepares for the largest capital campaign in its 124-year history.

Qualifications: a bachelor’s degree and at least ten years of fundraising experience in an academic and/or other not-for-profit setting, including a successful record of major gift solicitation, systems-informed development management and the recruitment, mentorship and supervision of fundraising professionals. Familiarity with legal education and the law profession, gained through development experience in a law school and/or possession of a JD, is strongly preferred. The successful candidate will be an engaging conversationalist with broad intellectual interests, the disposition of an autonomous self-starter and a missionary investment in public higher education. Demonstrated expertise in annual fundraising, major-donor prospect identification, cultivation, gift solicitation and stewardship, capital campaign planning and execution, as well as alumni affairs and external communications, is also essential.

Salary will be competitive and commensurate with experience, in addition to the University of California system’s exceptional employee benefits. Review of candidate materials will begin immediately and continue until position is filled. A complete application will include a letter of interest, a curriculum vitae or résumé and contact information for five professional referees who can speak about the candidate’s qualifications for this specific opportunity. Appointment will be contingent upon successful completion of a criminal background check. Expressions of interest, applications, nominations and inquiries should be directed to Berkeley Law’s search consultant, Chuck O’Boyle of C. V. O’Boyle, Jr., LLC, at chuck@cvoboye.com, who will furnish an internal job description upon request. Telephone inquiries are also welcome and may be made to Mr. O’Boyle directly at (401) 919-5767. All communications will be held in confidence and referees will not be contacted without the candidate’s prior consent.

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>