Job Description

Job Title: Major Gift Officer (0462U) #19680

Job ID: 19680

Location: Main Campus-Berkeley

Full/Part Time: Full-Time

Department: Law

Regular/Temporary: Temporary

About Berkeley

   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.

   Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

The First Review Date for this job is: Tuesday, May 5, 2015.

Departmental Overview

   The position involves designing, developing, delivering, and administering fundraising programs. Develops and implements strategies for cultivating, soliciting and stewarding major gifts prospects with the capacity for a major gift of $50k to $1M and above; identifies new donor prospects through researching background information on potential donors and developing materials, creating marketing plans, and organizing related programs/events; cultivates, stewards, and solicits donor prospects for gifts ranging from $50K to $1M and above; prepares and negotiates gift instruments ranging from moderate to high complexity; works with the Dean, Assistant Dean and faculty as necessary to solicit the largest gifts; manages a portfolio of principal gift prospects assigned to the Dean. Directs the research and preparation of the Dean’s briefings materials, creates talking points and meeting strategies for the Dean and briefs the Dean on these strategies. As appropriate, staffs the Dean on principal gifts visits and directs the tracking and implementation of all follow-up; manages the activities of the campaign
cabinet and their meetings; collaborates with the Director of Financial Aid and the Director of Career Services to ensure proper stewardship of financial aid donors.

Responsibilities

- Plans, organizes, and directs large-scale fundraising campaigns which include multiple components.

- Results have a major impact on the overall goals of the program, and assignments are typically at the "major gifts" or "corporate/foundation relations" level, including managing portfolios of donors capable of giving $50K to $1M or more.

- Identifies, cultivates, solicits and/or stewards major gift prospects and donors using specific metrics to track all activity and provide reports on outcomes. Utilizes a “return on investment” strategy in managing a donor portfolio.

- Writes complex proposals for solicitation of individual, corporate, and/or foundation prospects.

- Recruits, trains, and supports key volunteers who assist in advancement efforts.

- May oversee the work of professional and support staff involved in the implementation of multi-component fundraising programs. Uses key fundraising applications and databases to implement goals and objectives of the fundraising strategy.

- May attend functions, meetings, and conferences, as well as serve on internal/external committees as a representative of the campus.

- Ensures that predetermined fundraising goals are met.

Required Qualifications

- Advanced knowledge of all aspects of fundraising, donor relations and public relations.

- Advanced knowledge of all aspects of the campus, including relevant issues for both the campus and higher education.

- Advanced knowledge of the campus including its vision, mission, goals, objectives, achievements and infrastructure.

- Advanced knowledge of applicable laws, rules, regulations, institutional policies, et cetera.

- Advanced written, oral and interpersonal communication skills, including political acumen to establish and maintain good working relationships throughout the organization and with outside constituencies.

- Advanced skill in making persuasive and compelling presentations of campus goals/objectives and securing gifts.
- Advanced skill to meet predetermined goals and objectives through effective program/project planning, organization, execution and evaluation.

- Advanced analytical, critical thinking, problem recognition/avoidance/resolution skills.

- Skill to meet or exceed fundraising goals and objectives.

- Ability to successfully complete a criminal background check.

Preferred Qualifications

- JD and/or experience in legal environments preferred.

- Membership in Council Advancement Secondary Education (CASE) and/or Association of Fundraising Professionals preferred.

- Bachelor’s degree in related area required and/or equivalent experience/training

- Training in fundraising methods and best practices preferred.

Salary & Benefits

The Salary Range is $73,700.00 - $120,000.00

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


How to Apply

Please submit your cover letter and resume as a single attachment when applying.

*This is a 1 year contract position.*

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, sexual orientation, gender identity, 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:


**Work Environment**

As of January 1, 2014 the University of California, Berkeley is a smoke and tobacco free workplace. Information about our Smoke and Tobacco Free policy is available at:

http://www.tobaccofree.berkeley.edu/

**Clery Disclosure**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require that crime statistics and other safety information for colleges and universities receiving Title IV funds be made available to applicants upon request. University of California, Berkeley’s Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by the University, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You may obtain this information for the UC campus to which you are applying by accessing the website at http://police.berkeley.edu/safetycounts/index.html.

A printed copy of the report may be obtained by writing to UCPD, Room 1, Sproul Hall, Berkeley, CA 94720.