Job Title: Senior Development Director (0462U)  
Job ID: 21259

Department: Berkeley Law  
Location: Main Campus-Berkeley

Full/Part Time: Full-Time  
Regular/Temporary: Temporary Contract

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:

Departmental Overview
Berkeley Law is one of 14 schools and colleges at the University of California, Berkeley. It is consistently ranked as one of the top law schools in the nation. The law school has produced leaders in law, government, and society, including Chief Justice of the United States Earl Warren, Secretary of State of the United States Dean Rusk, Attorney General of the United States Edwin Meese, United States Secretary of the Treasury and Chairman of the Federal Reserve G. William Miller, and former Solicitor General of the United States Theodore Olson.

At Berkeley Law, we are committed to excellence in education and scholarship, as well as equality of opportunity. We believe we have a responsibility to use our substantial intellectual capital to help solve real-world problems and to create a more just society through clinics, research, and policy engagement. We believe that a Berkeley Law degree is a tool for change, both locally and globally, and that we should be educating the leaders of tomorrow. We maintain an environment that nurtures academic and personal growth, respects a diversity of ideas, and stimulates independent thought and critical reasoning.

POSITION OVERVIEW:

The Berkeley School of Law is currently seeking a dynamic individual experienced in major gift solicitation to join our team of major gift officers.
Responsibilities
The Senior Development Director will:

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 and serve on internal/external committees as a representative of the campus.

Ensures that predetermined fundraising goals are met.

Required Qualifications
The ideal candidate should possess the following knowledge and skills:

• Advanced knowledge of all aspects of fundraising, donor relations and public relations.
• Advanced knowledge of applicable laws, rules, regulations, institutional policies, etc.
• 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.

Preferred Qualifications

• JD and/or experience in legal environments.
• Membership in Council Advancement Secondary Education (CASE) and/or Association of Fundraising Professionals.
• Advanced knowledge of all aspects of the campus including its vision, mission, goals, objectives, achievements, and infrastructure.
• Advanced knowledge of all aspects of the campus, including relevant issues for both the campus and higher education

Education/Training:
Bachelor degree in related area required and/or equivalent experience/training

Salary & Benefits
For information on the comprehensive benefits package offered by the University visit: http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

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

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 more information about your rights as an applicant see: http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf
For the complete University of California nondiscrimination and affirmative action policy see: http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct