

Leadership Giving Officer (7547U) - 8303  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=143468>

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Posted Jun. 29, 2020, removed Sep. 1, 2020

<b>Job Title</b>	Leadership Giving Officer (7547U) - 8303
<b>Department</b>	
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 29, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Institutional Advancement
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1938961">https://apptrkr.com/1938961</a>

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**Job Description**

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual,

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economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [\[url=https://apptrkr.com/get\\_redirect.php?id=1938961&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1938961&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get\\_redirect.php?id=1938961&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1938961&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get\\_redirect.php?id=1938961&targetURL=https://strategicplan.berkeley.edu/\]](https://apptrkr.com/get_redirect.php?id=1938961&targetURL=https://strategicplan.berkeley.edu/)our Strategic Plan[\[url=https://apptrkr.com/get\\_redirect.php?id=1938961&targetURL=https://strategicplan.berkeley.edu\]](https://apptrkr.com/get_redirect.php?id=1938961&targetURL=https://strategicplan.berkeley.edu).

#### Application Review Date

The First Review Date for this job is: July 15, 2020

#### Departmental Overview

Founded in 1892 as the Department of Pedagogy, the Graduate School of Education (GSE) at the University of California, Berkeley is home to a diverse group of students and faculty joined by their common interests in understanding and improving the complex world of education. A central mission of the GSE is to improve teaching and learning for all students in our schools by preparing the next generation of teachers, administrators and school psychologists in exemplary professional preparation programs, with an emphasis on working with diverse students in urban settings. GSE graduates make a global impact as researchers, professional educators, leaders, and innovators.

The Leadership Giving Officer is responsible for designing and implementing a comprehensive leadership giving program for the School, as part of our larger Development and External Relations Team. Reporting into the Senior Director of Development and External Relations, the Leadership Giving Officer is an entrepreneurial, creative, and results-oriented professional who is inspired by the opportunity to build a community of champions in service of excellence and equity in public education. The Leadership Giving Officer serves as the GSE staff lead for Annual Giving and Alumni Relations programs, participates in short and long range strategic planning, and manages a portfolio of prospects

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and donors at various stages of engagement. The Leadership Giving Officer is responsible for increasing annual support of the GSE and actively fundraises for campaign priorities and GSE initiatives.

### Responsibilities

#### Strategic Planning

- \* Under the supervision of and in partnership with the Senior Director of Development and External Relations, designs, plans, and implements fundraising programs, including Annual Giving, the Big Give, alumni appeals, special campaigns, etc.
- \* Conducts analysis, benchmarking, and makes recommendations for program changes or development of new programs as needed.
- \* In collaboration with the Senior Director of Development and External Relations, participates in short and long-range strategic planning for the GSE.

#### Leadership Giving

- \* Coordinates with the School's Senior Director of Development and External Relations to ensure that marketing and donor outreach are in line with the school's brand.
- \* Ensures that predetermined fundraising goals are met and raises at least \$500,000 in new gifts and pledges annually.
- \* Manages a portfolio of 150 major gift prospects and donors at various stages of engagement (qualification, cultivation, solicitation and stewardship).
- \* Makes at least 8-10 visits per month as well as significant moves that advance a relationship.
- \* Solicits donors for new gifts, renewals, and upgrades via face-to-face visits, phone calls, video conferencing, and customized correspondence.
- \* Serves as lead staff member for Annual Fund and Alumni Relations programming, partnering with University Development and Alumni Relations (UDAR) on implementation.
- \* Maintains accurate and ongoing donor outreach reporting in CADS, as well as easily accessible donor files and information.
- \* Designs and organizes special events focused on donor stewardship and cultivation. Implements events in partnership with the Dean's Office and GSE colleagues. Supports donor engagement strategies before, during, and after events.
- \* Drafts informational and marketing materials for events and campaigns, including digital and written communications.
- \* Other duties as assigned.

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### Required Qualifications

- \* Lifelong learner with a deep commitment to excellence and equity in public education.
- \* Thorough working knowledge and understanding of fundraising, donor relations and public relations concepts, principles, techniques, procedures and practices.
- \* Thorough working knowledge of and/or ability to quickly learn the Berkeley campus, including its vision, mission, goals, objectives, achievements and infrastructure.
- \* Superlative written, oral and interpersonal communication skills, including political acumen, to build and maintain effective working relationships at the GSE, throughout campus and with external constituencies.
- \* Strong analytical and critical thinking skills, including creative and effective decision-making and problem identification/avoidance/resolution.
- \* Sound judgment, discretion and ability to maintain confidentiality.
- \* Flexible, positive attitude and ability to work both independently and as a team player.
- \* Experience planning and executing special events.
- \* Highly skilled with Word, Excel, PowerPoint and database management programs.
- \* Strong project and time management skills.
- \* Available to work occasional evening or weekend events.
- \* Bachelor's degree and/or equivalent experience/training.
- \* A minimum of 4 years of experience in development, with a track record of engaging individual donors. Interest and/or working knowledge of planned giving principles is a plus.

### Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience.

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

[url=https://apptrkr.com/get\_redirect.php?id=1938961&targetURL=https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

### How to Apply

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

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the

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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.

**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:

[url=https://apptrkr.com/get\_redirect.php?id=1938961&targetURL=https://www.eeoc.gov/employers/upload/po

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get\_redirect.php?id=1938961&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1938961]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

University of California Berkeley

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