

Senior Leadership Giving Officer (7547U) 71115
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242538>

Downloaded On: Aug. 10, 2024 11:18am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

Job Title	Senior Leadership Giving Officer (7547U) 71115
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement
Apply Online Here	https://apptrkr.com/5480706

Apply By Email

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

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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, 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 [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Division of Arts & Humanities in the College of Letters & Science is among the largest academic divisions on campus, with an annual budget of approximately \$100M, 240 permanent faculty FTE, and undergraduate enrollment which averages about 17,000 per semester. Faculty in the division study every dimension of the human experience from the ancient past to the anticipated future; they work in 80 different languages and include poets and novelists as well as practicing artists in music, theatre, dance, and the visual arts. With 31 undergraduate majors and 22 graduate programs in 19 departments, the Division offers students opportunities to study and make art; learn about a wide range of civilizations, languages, literatures, and cultures; and explore ideas in philosophy, rhetoric, religion, and history. The Division prides itself on the way it integrates the practice and study of the arts, and it offers the broadest range of languages taught at any university in the Country. The division is also home to The Townsend Center, the Magnes Collection of Jewish Art and Life, the Center for Interdisciplinary Critical Inquiry, the Arts Research Center, and several related creative and research units.

Application Review Date

The First Review Date for this job is August 7, 2024

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Responsibilities

Leadership Giving Pipeline Program

- Maintains a dynamic prospect portfolio to support 120 face-to-face visits/zoom/phone calls per year.
- Serve as the lead and project manager for the newly launched Charter Hills Society for Arts & Humanities.
- Support Big Give and other key digital appeals by soliciting challenge gifts and encouraging donor participation.
- Collaborates and partners with Major Gift Officers, Annual Giving Officers, Gift Administration, Stewardship, Institutes/Centers, University Relations and campus Development Officers as necessary to ensure all tracked prospects are adequately engaged, solicited, and stewarded.
- Directly or indirectly secure \$400,000+ in unrestricted support and annually increases giving among personally and shared tracked prospects by 10%-30%.

Support Annual and Long-Term Goals

- Support annual and long-term goals to increase donors in the leadership giving level. Inform strategy for outreach, appeals, and department-specific messaging via knowledge of the donor and prospect base.
- Develops persuasive materials (written, oral, and printed) to communicate the strengths and specialized needs for the Leadership Giving program, including the Charter Hill Society for Arts & Humanities.
- Participates in short and long-range strategic planning to achieve campaign goals and accommodate donor interests in partnership with the Assistant Dean and Senior Directors of Development(s).

Donor Stewardship

- Coordinates stewardship efforts; arranging donor meetings. Interacts with donors in person, by phone and/or written communication. Attends stewardship events and meetings as appropriate.
- Inform collateral material development by engaging donors as profile subjects and tracking interactions with faculty and students.
- Help craft stewardship material to steward donors.
- Attend functions, meetings and serve on internal/external committees as a representative of

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campus.

Required Qualifications

- Thorough working knowledge and understanding of fundraising, donor relations, or business development concepts, principles, techniques, procedures and practices.
- Working knowledge of the campus, its vision, mission, goals, objectives, achievements and infrastructure.
- Excellent interpersonal skills and ability to work collaboratively with others to achieve common goals.
- Good organizational, analytical and critical thinking skills.
- Skill to maintain confidentiality.
- Ability to prioritize tasks, working toward shared common goals.
- 3+ years professional experience in direct fundraising, business development, or client facing role.
- Demonstrated experience engaging diverse populations.
- Demonstrated ability to work both independently and as part of a team.
- Ability to articulate a compelling case for annual discretionary support for higher education, as well as the rationale and goals of a leadership giving program.
- Strong initiative and attention to detail.
- Available for some evening and weekend work.
- Able to occasionally travel (predominantly within California, with occasional out-of-state domestic travel) and work week nights and weekends.
- Ability to use standard computer office/business technologies, including Microsoft Office (Word, Excel, PowerPoint), Google (E-Mail, Calendar & Drive), Customer Relationship
- Management/Donor Databases (Salesforce, Razor's Edge, etc.)
- Thorough written, oral and interpersonal communication skills, including political acumen, to build and maintain effective working relationships at all organizational levels and with outside constituencies.
- Thorough analytical and critical thinking skills, including skill in creative and effective decision-making and problem identification/avoidance/resolution.
- Thorough project management skills.
- Skills, ability and motivation to meet or exceed fundraising goals and objectives.
- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Demonstrated experience in personally soliciting gifts of \$10,000 or more from individuals.
- 5+ years of experience in higher education fundraising in a personal (face-to-face/frontline)

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fundraising role for leadership level gifts of \$10,000 or greater.

Salary & Benefits

This is a full-time, career position.

This position is eligible for the full range of UC Benefits. For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary range that the University reasonably expects to pay for this position is \$88,900 - \$135,000.

How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the 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, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

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The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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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