

Chief Development Officer (0464U), Cal Performances -  
71064  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242559>

Downloaded On: Aug. 10, 2024 11:27am

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

<b>Job Title</b>	Chief Development Officer (0464U), Cal Performances - 71064
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 2, 2024
<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 Arts/Museum/Theater
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**Job Description**

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**Chief Development Officer (0464U), Cal Performances - 71064**

**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.

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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, 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](http://grow.berkeley.edu).

### **Departmental Overview**

team.

The Chief Development Officer is a key strategic partner to the Executive and Artistic Director, with primary responsibility to mature Cal Performances' development and grow the organization's revenue to support an ambitious strategic direction. The incumbent is responsible for directing the department's fundraising operations, spearheading substantial annual growth in the areas of individual giving, corporate philanthropy, government and foundation grants, and campaigns for gifts to support and sustain a comprehensive performing arts center. The Chief Development Officer (CDO) is a member of the senior leadership team of Cal Performances and is an active participant in making strategic decisions affecting the organization.

The incumbent ensures the continual evolution and success of Cal Performances by instilling a culture of philanthropy, coordinating fund development, contributing to strategic planning, executing strategies

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specified in the Strategic Plan, and addressing fundraising issues within the organization. Additionally, with the Executive and Artistic Director, the CDO will develop strategies around Board of Trustees development, special campaigns, and fundraising events such as galas.

The CDO will participate in the UC Berkeley Campaign Management Team and will work collaboratively with University Development and Alumni Relations (UDAR), specifically with their principal gifts team.

### **Application Review Date**

The First Review Date for this job is: August 1, 2024

### **Responsibilities**

Duties include but are not limited to:

#### **Strategic Planning**

Develops, executes and evaluates successful multi-year Development plans, establishing long term and short term goals for all departmental fundraising efforts.

Creates and implements strategies to maximize support from all sources, including leadership and legacy giving; annual giving; institutional giving, events and donor stewardship.

#### **Principal Gift Fundraising**

Identifies, cultivates, solicits and stewards a portfolio of 50+ principal gift prospects to include the most influential, complex or highest-rated donors, typically with the capacity to give \$500K-\$10M. Incumbent is expected to make between 10 and 15 substantive contacts per month.

Conducts personal solicitations of donors, locally and outside the Bay Area

Develops tailored cultivation and solicitation strategies for a portfolio of major prospects and donors; creates and presents compelling written and oral proposals.

Partners with the central campus University Development and Alumni Relations staff on coordinated solicitation strategies of selected donors and prospects.

#### **Development Team Management**

Manages the Associate Director of Development and the Institutional Giving Manager.

Supports and mentors Development team as they build their professional capacity.

Recruits, trains, and manages staff and key volunteers who assist in advancement efforts.

Oversees the operations of the Development Department, including use of CRM system, gift processing, donor recognition systems, reporting and stewardship.

Creates and manages Development's annual budget, monitoring expenses and preparing forecasts.

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Attends performances and events in order to build personal relationships with trustees, donors, and volunteers who may be able to assist in furthering institutional giving goals.

### **Board of Trustees and Volunteer Relations**

In coordination with the Executive and Artistic Director, manages and stewards trustee giving.

Partners with the Executive and Artistic Director to recruit and staff Trustees and other leadership volunteers, and build their capacity to strengthen philanthropic relationships.

Staffs the Committee on Trustees and the Special Events committees of the Board. Provides general advice and counsel to Executive and Artistic Director on Trustee matters.

### **Required Qualifications**

10+ years of Development experience in all aspects of modern Development work, including knowledge of moves management, key performance indicators and metrics, and campaign strategic planning principles.

5+ years of experience working with leadership donors, including conducting personal solicitations, working with and coaching Trustees and leadership volunteers to conduct personal solicitations of these donors.

Track record of developing and executing successful multi-year Fund Development plans, including all levels of individual giving, foundations and corporate relations, events, legacy gifts, as well as related marketing and communications strategies to support this work.

Strong experience in financial resource management, budget development, and reforecasting.

Able to serve as counsel to and partner with the Executive and Artistic Director on philanthropic and Trustee activities.

Entrepreneurial, creative approach to finding new funding opportunities and partnerships.

Experienced with leadership and management concepts and tools, and best practices in the field.

Comfortable identifying and executing strategies for building and enhancing the organization's reputation in the community, including with external partners and organizations.

Strong skills in managing, selecting, coaching, evaluating, and motivating staff.

Experience managing leadership volunteers, from Trustees to program volunteers, and staffing volunteer committees.

Demonstrated proficiency in strategic planning, critical thinking, problem solving, persuasion, and marketing skills.

Strong organizational skills as well as time management and prioritization.

Comfortable managing multiple projects simultaneously and meeting deadlines.

Proficient with donor databases (Tessitura and a proprietary UC Berkeley system are currently used) and related technology, prospect research and donor metrics to further program effectiveness.

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Skilled communicator through written, oral and interpersonal means.  
Thoughtful negotiator with good listening skills and sensitivity to diverse perspectives.  
Comfortable with the collaborative decision-making approach of the organization, and in partnering as a member of the Senior Leadership Team.  
Collegial, approachable, and with a sense of humor.  
Political acumen to build and maintain effective working relationships with all levels of the organization and with external collaborators across campus.  
Willing to undertake travel for donor visits.  
Able to work frequent evenings and weekends to meet with donors before, during, and after performances.  
Strong interest in the performing arts, and invested in the success of the Cal Performances.  
Bachelor's degree in a related area and/or equivalent experience.  
Must be able to successfully pass a background check.

### **Preferred Qualifications**

Experience with capital and endowment campaigns is very desirable.  
Passion in speaking about artists, repertoire and performances is desired.  
Additional studies or certification in philanthropy or nonprofit management are very desirable.  
Knowledge of the UC Berkeley campus, its vision, mission, goals, policies, and infrastructure are a plus

### **Salary & 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 \$145,000 to \$233,000



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## How to Apply

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

### Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

### 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.

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

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

#LI-RP1

To apply, visit

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S)



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**Contact Information**

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

**Contact**

N/A

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