

Development Director (7399U), Institute for Research on
Labor and Employment - 73937
University of California, Berkeley

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Posted Oct. 31, 2024, set to expire Feb. 27, 2025

Job Title	Development Director (7399U), Institute for Research on Labor and Employment - 73937
Department	Center for the Study of Child Care Employment
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Institutional Advancement Finance/Investment Management
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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.

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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.

Departmental Overview

The Center for the Study of Child Care Employment (CSCCE), at the Institute for Research on Labor and Employment provides research and analysis on the preparation, working conditions, and compensation of the early care and education workforce. We develop policy solutions and create spaces for teaching, learning, and educator activism. Our vision is an effective public early care and education system that secures racial, gender, and economic justice for those whose labor is the linchpin of stable, quality services.

Position Summary

The Development Director will build and manage fund development strategies currently focused on raising \$6 - \$8 million annually in philanthropic and public funding to support CSCCE's research, policy, and field-facing efforts. The Development Director will work with CSCCE leadership to ensure that

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fundraising goals are met, and will monitor goals and propose and implement ideas for new sources of funding, and work with Directors to raise this amount. Critically, the incumbent will identify and maintain funder and prospects database and relationships. The Development Director will manage the coordination, development, and submission of proposals to meet key fundraising objectives.

Application Review Date

The First Review Date for this job is: 11/12/2024.

Responsibilities

- Analyzes needs and assists in the creation of strategic plans for fundraising and other programs that continue to position CSCCE's leadership.
- Identifies a portfolio of foundation, government, and individual prospects.
- Does prospect research to find new foundations and high-capacity individual donors.
- Maintaining funder and prospects database to ensure donor data and communication records are current and to identify giving trends and opportunities.
- Develops and manages a dynamic strategy to identify, cultivate, solicit, and steward prospects with substantial autonomy. This includes developing presentations, donor briefings, slide decks, and other fundraising collateral the current fundraising goal is \$6-8 million annually, raised through multiple channels. Works with the Directors to ensure that fundraising goals are met.
- The Development Director will monitor these goals and propose and implement ideas for new sources of funding, and will work with Directors to jointly raise this amount.
- Maintains ongoing communication with funders, informing them of our work and seeking to develop ongoing engagement with CSCCE. These include narrative reports on CSCCE's growth and development.
- Ensures timely reporting and acknowledgements.
- Manages the coordination, development, and submission of proposals to meet key fundraising objectives, working in close collaboration with the Administrative Officer who develops budgets and ensures proposals are compliant with University and sponsor requirements, and with program staff who will scope proposal activities.
- Supports program staff in the writing of proposals on a case-by-case basis.
- Collaborates with other UC Berkeley campus fundraising staff as needed.
- Coordinates with staff to leverage Center events, products, and milestones into donor cultivation opportunities.

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Required Qualifications

- At least 3 years' experience in fundraising.
- Demonstrated track record in successful revenue growth from foundations, governments, and individuals, including general operating support, for a mission-driven organization.
- Advanced knowledge of fundraising, foundation relations, and public relations concepts, principles, procedures, and techniques.
- Thorough working knowledge of and/or the ability to learn about CSCCE and campus, including its vision, mission, goals, objectives, and achievements.
- Strong organizational, analytical and critical thinking, and creative decision-making skills.
- Advanced project management skill and experience conducting projects independently on deadline.
- Advanced written and interpersonal communication skills, including to establish and maintain good working relationships throughout the organization and with outside constituencies.
- Advanced skills in making persuasive and compelling presentations of goals and objectives, including visuals, statistics, and qualitative data, in order to secure funding.
- Highly detail oriented and accurate.
- Very strong skills in maintaining confidentiality.
- Ability to communicate effectively to various audiences (e.g., annual reports, donor briefings, sponsor communications).
- Proficiency with Google tools and donor databases (e.g., SmartSheet).
- Proficiency using one or more of these applications for visual storytelling: Adobe InDesign, Canva, or similar.
- Ability to travel within the U.S. up to 5% of the time.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Expertise in the areas in which CSCCE works.
- At least five (5) years of job experience in fundraising.
- Proven success fundraising in a research and policy environment and/or university.
- Past experience working for or with philanthropic organizations.

Salary & Benefits

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This is a 1yr, full-time (40 hours/week), contract appointment, eligible for UC benefits with the possibility of extension. This is a monthly paid, exempt position.

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 annual salary that the University reasonably expects to pay for this position is \$120,000.00 - \$150,000.00.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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 https://apptrkr.com/get_redirect.php?id=5766780&targetURL=U.S. Equal Employment Opportunity Commission poster.

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

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



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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

University of California, Berkeley