

Principal Gift Officer (0463U), International House - 75168  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=250849>

Downloaded On: Dec. 25, 2024 12:34pm

Posted Dec. 24, 2024, set to expire Apr. 22, 2025

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| <b>Job Title</b>            | Principal Gift Officer (0463U), International House - 75168           |
| <b>Department</b>           |   |
| <b>Institution</b>          | University of California, Berkeley<br>Berkeley, California            |
| <b>Date Posted</b>          | Dec. 24, 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   |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/5891543">https://apptrkr.com/5891543</a> |

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**Job Description**

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**Principal Gift Officer (0463U), International House - 75168**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### **Departmental Overview**

Founded in 1930 through a gift from John D. Rockefeller, Jr., International House is a 501 (c) 3 non-profit, self-supporting residential and community-oriented facility located in the southeast foothills of the Berkeley Campus. The historic complex is adjacent to the California Memorial Stadium along Piedmont Avenue. The building has six floors of 470 single and double residential rooms, including a conference center featuring the Chevron Auditorium with a capacity of 350, several other smaller meeting rooms, plus a library, and a dining commons with a capacity of 325.

Since its founding, it has housed more than 95,000 residents including two Governors of California and eight Nobel Prize laureates. Its mission is to foster intercultural respect and understanding among people throughout the world across cultural, economic, and ethnic lines.

Each year I-House provides some 1,100 students and scholars from 75+ nationalities (including the USA) with an opportunity to live and learn together over the course of a typical 12-month cycle. With a renewed emphasis on the acquisition of intercultural leadership skills, I-House strives to augment and expand the impact of the residential life experience by encouraging lifetime personal and professional connections that transform lives and offer skills that enrich and enhance career opportunities. I-House's rich array of programs serves the residents, the campus and local community.

### **Position Overview:**

In anticipation of its 100th anniversary on August 18, 2030, I-House at UC Berkeley is embarking on an ambitious Centennial Capital Campaign. Following a capacity analysis and campaign preparedness study conducted with Marts & Lundy, I-House seeks a seasoned and dynamic Principal Gift Officer (PGO) to join its development team.

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The PGO will play a pivotal role in driving the success of the Centennial Capital Campaign by managing a portfolio of 100-125 high-net-worth individuals (including alumni, friends, and former board members) with the potential to give between \$1M and \$100M+. This position reports to the Executive Director and collaborates closely with senior leadership, board members, and key stakeholders to secure transformative gifts that align with I-House's strategic vision.

**Application Review Date**

The First Review Date for this job is: January 4, 2025

**Responsibilities**

**Donor Cultivation and Solicitation:**

- Develop and implement personalized cultivation, solicitation, and stewardship strategies for a select group of high-net-worth donors.
- Conduct one-on-one donor meetings to deepen relationships and communicate the mission and impact of I-House.
- Ensure consistent, high-quality communication with major donors through customized proposals, presentations, and engagement activities.

**Portfolio Management:**

- Manage a portfolio of 100-125 potential donors with the capacity to give \$1 million or greater.
- Focus on securing major and principal gifts to achieve campaign goals.
- Accurately track and report on donor interactions and progress using a donor management system.
- Travel domestically and internationally as needed to engage donors.
- Increase donor engagement and commitment, converting prospects into long-term philanthropic partners.

**Collaboration and Leadership:**

- Collaborate with the Executive Director and board members on joint fundraising efforts, including high-capacity donor outreach.
- Serve as a key contributor to the overall fundraising strategy for the Centennial Capital Campaign, offering insights on campaign messaging and donor engagement.
- Work with the communications and program teams to align donor strategies with I-House's

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impact initiatives, ensuring donors understand the organization's mission and vision.

**Campaign Strategy and Execution:**

- Play a central role in executing the Centennial Capital Campaign, with a focus on securing major gifts for financial aid, scholarships, historic preservation, and global programs.
- Provide leadership in campaign strategy development, ensuring that objectives are met within specified timelines.
- Partner with the Executive Director to identify, prioritize, and engage key prospects, ensuring a tailored approach to each donor.

**Stewardship and Donor Relations:**

- Build and maintain long-term relationships with major donors through consistent, personalized engagement.
- Organize and host high-level donor events to strengthen donor relationships with I-House.
- Develop and execute stewardship plans that communicate the impact of gifts and express ongoing appreciation to donors.

**Required Qualifications**

- A minimum of 8 years of progressively responsible experience in major or principal gift fundraising, with a proven record of securing seven-figure gifts or higher.
- Proven ability to manage a portfolio of high-net-worth individuals and successfully convert prospects into philanthropic partners.
- Exceptional interpersonal skills with the ability to establish and sustain long-term relationships with major donors.
- Experience leading or contributing to successful capital or major fundraising campaigns in a nonprofit, higher education, or related environment.
- Strong written and verbal communication skills, with the ability to clearly and compellingly present complex ideas to diverse audiences.
- A collaborative team player capable of working effectively with leadership and board members on fundraising initiatives.
- A passion for the mission of I-House and a commitment to advancing its values of cross-cultural understanding, diversity, and global cooperation.

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**Education/Training:**

- Bachelor's degree in related area and/or equivalent experience/training.

**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 or hourly range that the University reasonably expects to pay for this position is \$177,500-\$233,900, commensurate with experience.

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.
- This position is based in Berkeley, CA and eligible for up to 10% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities, department needs and travel expectations, and are subject to change.

**Other Information**

- This position is not eligible for visa sponsorship.

**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



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employment contingent upon successful completion of the background check.

**Misconduct Disclosure**

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

**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](#).

**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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