

Major Gifts Officer (7547U), Lawrence Hall of Science -
73882
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253056>

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Posted Feb. 13, 2025, set to expire Jun. 30, 2025

Job Title	Major Gifts Officer (7547U), Lawrence Hall of Science - 73882
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement
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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

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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 Lawrence Hall of Science is UC Berkeley's public science center, working with youth and educators to inspire and engage through science learning while advancing equity and opportunity in science education.

Our science center engages over 100,000 people each year through exhibits, camps, and community programs. We reach millions of children every year with our K-12 curriculum and learning experiences. Our research also impacts the way that schools, science centers, after-school programs, and outdoor programs engage kids and prepare educators worldwide.

Position Summary

Major Gifts Officer supports The Lawrence Hall of Science's fundraising efforts by cultivating, stewarding, and soliciting a portfolio of donors and donor prospects.

Application Review Date

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The First Review Date for this job is: 11/08/2024.

Responsibilities

- Identifies potential donors from The Lawrence's community of visitors and members, UC Berkeley's community of educators and alumni, and unaffiliated science and education focused philanthropists.
- Cultivates, stewards, and maintains relationships with portfolio of existing and prospective donors.
- Creates individualized proposals for donors, tailored to their interests and priorities, and crafts individualized solicitation timelines.
- Solicits major gifts, including 4- to 6-figure donations, in support of The Lawrence Hall of Science's programs and in fulfillment of annual fundraising goals.
- Collaborates with Head of Development to develop fundraising goals, align vision and strategy, and set donor engagement and solicitation quotas.
- Collaborates with and supports other Development staff on projects relevant to Major Gifts Officer's work, such as special events and donor recognition.
- Records activities in donor database and liaises with other UC Berkeley fundraisers to ensure cooperative approach to shared prospects.

Required Qualifications

- 5+ years experience in donor relations or non-profit fundraising.
- Strong interpersonal skillset to facilitate relationship-building with donors, including ability to converse comfortably with strangers, curiosity about others, demonstrated emotional intelligence, and strong memory for personal details.
- Strong written communication skillset, including ability to personally engage individuals through e-mail.
- Strong organizational skillset, including ability to prioritize one's own task-load and maintain/manage a rigorous schedule of timely donor communications.
- Interest in The Lawrence Hall of Science's programs and activities, and ability to effectively and enthusiastically articulate a compelling case for support.
- Comfort discussing finances, and commitment to confidentiality and respect while handling donor information.
- Ability to travel locally within the San Francisco Bay Area for in-person meetings with donors and donor prospects in person.
- Availability for occasional evening or weekend work.
- Bachelor's degree in related area and/or equivalent experience/training.

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Preferred Qualifications

- 3+ years experience in major gifts solicitation.
- An understanding of and commitment to diversity, equity, inclusion, and belonging in a business, organization, or public university setting.
- Experience with donor management software (Tessitura or similar).

Salary & Benefits

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 \$90,000.00 - \$115,000.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- We welcome candidates who have demonstrated capacity to create inclusive work environments,



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work effectively on diverse teams, and serve the diverse communities with whom we currently work and want to attract. We are committed to hiring and retaining racially and gender diverse, culturally competent leaders at all levels of the organization who reflect the demographics of our community and continually deepen their skills and competencies.

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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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=6003126&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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To apply, visit

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

University of California, Berkeley

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