

Major Gift Officer (0462U), Haas School of Business -  
76613  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253865>

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Posted Mar. 3, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Major Gift Officer (0462U), Haas School of Business - 76613
<b>Department</b>	Haas School of Business
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 3, 2025
<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 Finance/Investment Management
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**Job Description**

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**Major Gift Officer (0462U), Haas School of Business - 76613**

**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

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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.

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

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four Defining Leadership Principles: Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself. These principles distinguish Berkeley Haas as a unique environment conducive to teamwork, collaboration, and career growth.

The Development and Alumni Relations (DAR) team at Berkeley Haas engages and cultivates alumni, parents, friends, corporations and foundations to advance the vision and mission of the school, inviting these key constituencies to provide volunteer leadership and make philanthropic investments in support of the school's students, faculty and programs. The Development team cultivates prospective donors, both nationally and internationally, to inspire transformational gifts in support of Berkeley Haas and provides staff support for high-level volunteer groups, such as the Berkeley Haas Advisory Board. With over 43,000 living alumni, the Alumni Relations team develops and builds greater awareness for career services, lifelong learning, and networking resources to support the engagement, learning, and connectedness of Berkeley Haas alumni.

### Application Review Date

The First Review Date for this job is: March 13, 2025

### Responsibilities

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The **Major Gifts Officer** at Berkeley Haas is responsible for securing philanthropic support from high-net-worth individuals, alumni, parents, and corporate and foundation partners, growing a portfolio to 110 prospects capable of making gifts of \$250K+, with an annual fundraising goal of \$1M or more. This role develops and executes fundraising strategies for individual donors, collaborates with school leadership, faculty, and volunteers, and represents Berkeley Haas at donor meetings and key events. **The Major Gifts Officer** plays a critical role in advancing the school's mission by aligning donor interests with institutional priorities, driving primarily major gifts with the occasional principal gift when in collaboration with senior leadership, and contributing to long-term development strategies that support scholarships, faculty excellence, research, and key programs.

### Portfolio Management

- Build and manage a portfolio of 110 major gift prospects, focusing on alumni, parents, and key partners with the capacity to make gifts of \$250K+.
- Track and maintain key performance metrics, including total commitments, visits, touchpoints, asks, and other engagement benchmarks.
- Oversee all major gift prospects within a predetermined geographic region, ensuring balanced outreach and engagement.
- Implement strategic fundraising plans to qualify, cultivate, solicit, and steward donors in support of Berkeley Haas priorities.
- Adopt and champion Haas' moves management philosophy, ensuring best practices in donor cultivation and stewardship

### Direct Fundraising and Donor Engagement

- Prioritize a high volume of qualification work to expand the prospect pipeline and ensure a continuous flow of new donor relationships.
- Make 10-15 substantive contacts per month to advance relationships, moving prospects through the qualification and solicitation cycle. Craft tailored solicitation strategies to inspire philanthropic investment in Haas students, faculty, and programs.
- Partner with the Dean and senior leadership to facilitate high-level donor engagement, including preparing briefings, managing leadership involvement, and ensuring strategic follow-up.
- Develop compelling donor materials, including proposals, briefings, and customized engagement plans, to effectively communicate fundraising priorities.
- Organize and manage fundraising visits for senior leadership to strengthen donor relationships and advance major gift conversations.
- Represent Berkeley Haas at donor meetings, school events, and networking functions to foster and deepen relationships with key stakeholders.

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- Staff major Haas signature events, as well as attend relevant industry and community events to expand the school's visibility and philanthropic network.

### **Team Collaboration**

- Cultivate relationships with key volunteers and champions who can support and enhance fundraising efforts.
- Contribute to a collaborative, high-performing fundraising culture that upholds Berkeley Haas' mission and values.

### **Data and Reporting**

- Use data-driven insights to refine fundraising strategies, evaluate progress, and enhance donor outreach efforts.
- Provide regular updates to leadership on portfolio performance, pipeline development, and fundraising progress.

### **Professional Learning and Growth**

Embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.

- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas.
- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing University sponsored certifications & training sessions (ie: MEP Workshop, Implicit Bias Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

### **Required Qualifications**

- Demonstrates advanced knowledge of all aspects of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques.
- Solid knowledge or understanding of applicable laws, rules, regulations, policies, etc as it pertains to fundraising and solicitation.

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- Excellent written, oral and interpersonal communication skills and demonstrates the understanding of maintaining political acumen.
- Demonstrates expert level skills in making persuasive and compelling presentations of goals and objectives for a location in order to secure gifts.
- Demonstrates excellent analytical & critical thinking, skills that lead to effective decision making and problem recognition/avoidance/resolution.
- Proven experience identifying, cultivating and soliciting major gifts of \$100,000+.
- Demonstrates a high caliber of finesse in maintaining confidentiality.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

Education/Training:

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

**Preferred Qualifications**

- Experience in fundraising for academia or higher education.
- Knowledge or understanding of UC Berkeley's fundraising policies and guidelines.
- Demonstrates an understanding of UC Berkeley and the Haas School of Business, including its vision, mission, goals, objectives, achievements and infrastructure.
- Demonstrates an understanding of the relevant issues that affect UC Berkeley, the Haas School of Business and higher education, as it pertains to fundraising.

**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

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range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary the University reasonably expects to pay for this position is \$140,000 to \$148,000, up to \$160,000 with maximum 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 eligible for up to 60% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

#### **Other Information**

- This is not a visa opportunity.

#### **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.

#### **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

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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](#).

#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)

### **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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