

Director of Development, Leadership Giving (0462U),
Intercollegiate Athletics - 77903
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256423>

Downloaded On: May. 1, 2025 8:38pm

Posted May 1, 2025, set to expire Jul. 1, 2025

Job Title	Director of Development, Leadership Giving (0462U), Intercollegiate Athletics - 77903
Department	Intercollegiate Athletics
Institution	University of California, Berkeley Berkeley, California
Date Posted	May 1, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff 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 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.

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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.

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

The Athletic Development Office, which is the sole fundraising group for IA, is comprised of teams of individuals who focus on major gifts, annual giving, athletic campaigns, and alumni relations. This position is responsible for helping to meet the fundraising objectives of the Department of Intercollegiate Athletics and ensuring that predetermined fundraising goals with regard to major gifts are met.

Under the supervision of the Associate Athletics Director for Development, the **Director of Development, Leadership Giving** is responsible for the identification, cultivation, solicitation, and stewardship of major gift-level prospective donors, defined as individuals capable of contributing \$100,000 or more to the Department of Intercollegiate Athletics. The **Director of Development, Leadership Giving** has responsibility for developing and managing the Athletic Department's relationships with its valued supporters and must ensure these relationships are nurtured and maintained for the benefit of the department over time. This position will be assigned a specific portfolio of prospects that have the potential to give at the major gift level. He/she should be comfortable working with prominent and wealthy individuals.

Application Review Date

The First Review Date for this job is: May 14, 2025

Responsibilities

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Plan, organize, and direct large-scale fundraising campaigns which include multiple components.

- Manage a portfolio of 100-125 major gift prospects, focusing on prospects rated at \$100,000 and above.
- Make at least 10-15 substantive contacts per month with an emphasis on quality personal visits. (e.g. significant moves that advance a relationship).
- Qualify major gift prospects and solicit gifts directly.
- Ensure that predetermined fundraising goals are met.
- Design and implement customized, donor-specific cultivation and solicitation strategies.
- Identify, cultivate, solicit and/or steward leadership gift prospects and donors.
- Motivate administrators, coaches, staff and volunteers to participate in the identification, cultivation and solicitation of major gifts.
- Apply knowledge and understanding of the University of California, Berkeley and Intercollegiate Athletics, its traditions, programs, campus issues, needs, and priorities to the development process. Persuasively discuss athletic programs, needs and priorities with prospective donors and volunteers.
- Draft/write proposals for solicitation of individual, corporate, and/or foundation prospects.
- Independently manage collaborative working relationships with fundraising colleagues in University Relations and campus schools and units to develop strategies for joint solicitation and to negotiate differences.
- Comply with University policies regarding managing prospects, updating CADS database and other policies.

Results have a major impact on the overall goals of the program, and assignments are typically at the "leadership gifts" or "corporate/foundation relations" level, including managing portfolios of donors capable of giving \$100K or more. Annual dollar, solicitation, and visit metrics all determined in conjunction with IA priorities and in consultation with the Associate Athletics Director, Development.

Assist with the structuring and development of Intercollegiate Athletics fundraising efforts, including the development of new fundraising strategies, new ways to structure gifts and new fundraising marketing materials.

- Recruit, train, and support key volunteers who assist in advancement efforts.
- Facilitate communication between administrators, coaches, donors, prospects and volunteers, as appropriate.
- May attend functions, meetings and serve on internal/external committees as a representative of the campus.

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Other, including professional development.

Required Qualifications

- Advanced knowledge of all aspects of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques.
- Advanced working knowledge of all aspects of the location, including current issues of concern for both the campus and / or throughout higher education / healthcare generally.
- Advanced working knowledge of the location, its vision, mission, goals, objectives, achievements and infrastructure.
- Advanced knowledge of applicable laws, rules, regulations, policies, etc.
- Advanced written, oral and interpersonal communication skills, including political acumen, to establish and maintain good working relationships throughout the organization and with outside constituencies. Ability to make persuasive and compelling presentations of goals and objectives for a location in order to secure gifts.
- Advanced organizational, analytical and critical thinking skills, including skill in creative and effective decision-making and problem identification / avoidance / resolution, and strong project management skills. Required Very strong skills in maintaining confidentiality.

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.

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The budgeted salary range that the University reasonably expects to pay for this position is \$125,000 - \$140,000, 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.

Other Information

- This position is not eligible for Visa sponsorship.

How to Apply

To apply, please submit your resume and cover letter.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

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.

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

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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

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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