

**Leadership and Major Gifts Officer (7547U)**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=258080>

Downloaded On: Jun. 13, 2025 5:37am

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

**Job Title** Leadership and Major Gifts Officer (7547U)  
**Department**  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jun. 10, 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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**Leadership and Major Gifts Officer (7547U)**

**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

Cal Performances is the performing arts presenting, commissioning and producing organization based at the University of California, Berkeley. The mission of Cal Performances is to produce and present performances of the highest artistic quality, enhanced by programs that explore compelling intersections of education and the performing arts. Cal Performances fulfills this mission by presenting, producing, and commissioning outstanding artists, both renowned and emerging, to serve the University and the broader public through performances and education and community programs.

Under the strategic direction of the Chief Development Officer, the Leadership and Major Gifts Officer develops and executes long range development strategies for prospects and donors with the capacity to give 6+ figure gifts to Cal Performances. The Leadership and Major Gifts Officer works in partnership with other members of a 9-person development team to create comprehensive fundraising strategies designed to inspire giving from existing major gifts donors and new major gifts prospects.

### Application Review Date

The First Review Date for this job is: June 27, 2025

### Responsibilities

- Develops and manages a dynamic portfolio of approximately 150 donors, with the capacity to give \$100,000 or more to Cal Performances.
- Identifies, qualifies, cultivates, solicits and stewards prospects for gifts in the portfolio; this may

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also include corporate and foundation prospects with ties to individual major donors and prospects.

- Evaluates fund development approaches using prospect research and financial capacity data, including planning and evaluating annual solicitation programs for the portfolio, and making recommendations for improvements.
- Works collaboratively with discovery and new philanthropy staff to bring new donors into the pipeline through discovery, cultivation, and solicitation.
- Writes proposals for solicitation of individual prospects. Solicits gifts directly; works with senior staff, content experts, and key volunteers to implement successful solicitation strategies.
- Manage relationships with some of the University's most important donors, particularly those designated as primary managers.
- Develops and executes long and short-term strategies to secure major gifts from individuals in support of the Cal Performances mission.
- Attends performances and related education events to cultivate, solicit, and steward donors and prospects.
- Conducts 10-12 prospect/donor visits per month, through various means.
- Develops stewardship reports to donors in the portfolio as needed, in collaboration with artistic, education, marketing, and other staff.
- Analyzes needs and assists in the creation of strategic plans for Development programs.
- May oversee the work of professional and support staff involved in the implementation of Development programs.
- Attends functions, meetings, and serves on internal/external committees as a representative of Cal Performances.
- Works as a part of the team to execute various duties related to the annual fundraising gala, including but not limited to executing fundraising strategies, including ticket and table sales, donor stewardship, auction, fundraising needs, and communications.
- Performs other duties as assigned.

### **Required Qualifications**

- Bachelor's degree in a related area and/or equivalent experience
- A minimum of 5+ years in the field of major or individual giving, overseeing any aspect of development.
- Advanced knowledge of fundraising and donor relations concepts, principles, procedures, and techniques.
- Enthusiasm for the range of performing arts.
- Advanced written, oral, and interpersonal communication skills, including political acumen to establish and maintain good working relationships throughout the organization and with outside

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constituencies.

- Advanced skills in making persuasive and compelling presentations of the organization's goals/objectives to successfully secure gifts.
- Advanced skills to meet predetermined goals and objectives through effective project planning, organization, execution, and evaluation.
- Advanced analytical, critical thinking, problem recognition, and resolution skills.
- Demonstrated ability to meet or exceed fundraising goals and objectives.
- This position requires the successful completion of a criminal background check.
- Advanced knowledge of applicable laws, rules, regulations, and general policies about philanthropy.
- Ability to learn and work with University policies, especially related to philanthropy.
- Very strong skills in maintaining confidentiality.
- Strong skills in digital technology, for documents, spreadsheets, donor databases, email, and digital communications.

### Preferred Qualifications

- 5+ years in any area of development for higher education or cultural organizations preferred.
- Experience in major fundraising campaigns.
- Advanced knowledge of Tessitura and/or Salesforce CRM preferred.

### 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 range that the University reasonably expects to pay for this position is \$88,900.00 to \$96,000.

### How to Apply

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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 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 Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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

University of California, Berkeley

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