

Development Director (7399U), Institute for Research on
Labor and Employment - 78752
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258729>

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| Job Title | Development Director (7399U), Institute for Research on Labor and Employment - 78752 |
| Department | Institute for Research on Labor and Employment |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Jun. 26, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Director/Manager Professional Staff |
| Academic Field(s) | Institutional Advancement |
| Apply Online Here | https://apptrkr.com/6323588 |
| Apply By Email | |

Job Description

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Development Director (7399U), Institute for Research on Labor and Employment - 78752

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

The Center for the Study of Child Care Employment (CSCCE), at the Institute for Research on Labor and Employment provides research and analysis on the preparation, working conditions, and compensation of the early care and education workforce. We develop policy solutions and create spaces for teaching, learning, and educator activism. Our vision is an effective public early care and education system that secures racial, gender, and economic justice for those whose labor is the linchpin of stable, quality services.

Position Summary

Development Director leads CSCCE's fundraising efforts by developing, implementing, and managing fundraising strategies. The incumbent identifies and cultivates relationships with foundations, government agencies, and individual donors, and conducts prospect research to expand funding opportunities. The Development Director maintains a donor database to track contributions, identify trends, and ensure accurate communication records. Additionally, this position manages relationships with existing funders, oversees coordination, development, and submission of proposals, and may supervise or direct the work of staff or other professionals. Strong judgment and flexibility is required to determine effective fundraising strategies. The department is currently largely funded through Contracts and Grants. The Development Director is expected to secure \$6-8 million annually to meet organizational goals while developing a strategy to increase their portfolio of private philanthropic gift sources.

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Application Review Date

The First Review Date for this job is: June 19, 2025.

Responsibilities

Donor Engagement and Stewardship gifts, to Include:

- Develop strategies to grow departments philanthropic gift giving
- Manage donor databases to track trends and ensure accurate communication records.
- Develop and maintain relationships with funders, providing regular updates on CSCCE's work.
- Create and disseminate fundraising materials, including presentations, reports, and donor briefings.

Develop and Execute Fundraising Strategy to Include:

- Create and implement strategic fundraising plans.
- Identify and cultivate relationships with foundations, government agencies, and individual donors.
- Conduct prospect research to identify new funding opportunities.

Contracts and Grants Proposal Management, to Include:

- Oversee and coordinate grant proposals, ensuring timely submission.
- Work closely with the Administrative Officer and program staff to align proposals with funding goals.
- Support program staff in writing proposals when needed.

Internal and External Collaboration to Include:

- Work with CSCCE leadership to meet fundraising goals and explore new funding sources.
- Partner with UC Berkeley fundraising teams to align development efforts.
- Leverage CSCCE events, publications, and milestones for donor engagement.
- Administrative or ad-hoc duties on an as needed basis

Required Qualifications

- At least 3 years experience in fundraising.
- Demonstrated track record in successful revenue growth from foundations, governments, and

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individuals, including for general operating support.

- Advanced knowledge of fundraising, foundation relations, and public relations concepts, principles, procedures, and techniques.
- Thorough working knowledge of and/or the ability to learn about CSCCE and campus, including its vision, mission, goals, objectives, and achievements.
- Strong organizational, analytical and critical thinking, and creative decision-making skills.
- Advanced project management skill and experience conducting projects independently on deadline.
- Demonstrated strong skills in proposal and report writing.
- Advanced communication skills, including to establish and maintain good working relationships throughout the organization and with outside constituencies.
- Advanced skills in making persuasive and compelling presentations of goals and objectives, including visuals, statistics, and qualitative data, in order to secure funding.
- Highly detail oriented and accurate.
- Very strong skills in maintaining confidentiality.
- Ability to communicate effectively to various audiences (e.g., annual reports, donor briefings, sponsor communications).
- Proficiency with Google tools and donor/customer relationship management systems (e.g., SmartSheet)
- Proficiency using one or more of these applications for visual storytelling: Adobe InDesign, Canva, or similar.
- Ability to travel within the U.S. up to 5% of the time.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Expertise in the areas in which CSCCE works.
- At least five (5) years of job experience in fundraising.
- Proven success fundraising in a research and policy environment and/or university.
- Past experience working for or with philanthropic organizations.

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

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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 \$120,000.00 - \$150,000.00.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

How to Apply

To apply, please submit your resume and cover letter.

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

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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](#)

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 applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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