

Development Director (0462U), Othering & Belonging  
Institute - 80138  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260551>

Downloaded On: Aug. 6, 2025 11:04am

Posted Aug. 4, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Development Director (0462U), Othering & Belonging Institute - 80138
<b>Department</b>	Othering & Belonging Institute
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 4, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager Professional Staff
<b>Academic Field(s)</b>	Institutional Advancement Grant Writer/Technical Writer
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**Job Description**

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**Development Director (0462U), Othering & Belonging Institute - 80138**

**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 Othering and Belonging Institute ("the Institute") at UC Berkeley brings together researchers, stakeholders, policymakers, and communicators to identify and challenge the barriers to an inclusive, just, and sustainable society and to create transformative change. The Institute is a vibrant hub of researchers, community leaders, policymakers, artists, and communicators that advances research, policy, and work related to marginalized communities. We engage in innovative narrative, communications, and cultural strategies that attempt to re-frame the public discourse around marginality and inclusion and respond to issues that require immediate and long-term action. Our work is informed by understanding how structures and systems work to create or exacerbate othering and exclusion.

### Application Review Date

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

### Responsibilities

The **Director of Development** will lead and execute the Institute's fundraising strategy, with a particular focus on foundations and institutional partnerships. In collaboration with senior leadership, including Director John Powell and program teams, this role is part of the Institute's leadership and is critical in driving revenue and engagement to support the Institute's \$10M annual operating budget. The **Director** will oversee all aspects of development, from strategy to execution, ensuring the growth

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of relationships, effective moves management, and strong stewardship of institutional partners and sponsors. This is an opportunity for candidates who are interested in further building out a role that was created two years ago. This is a direct fundraising position that reports to, and works closely with, the Chief of Staff who oversees the Institute's budgeting process and leads internal university processes.

**Lead Fundraising Strategy:**

- In partnership with leadership, develop and implement a comprehensive fundraising strategy aimed at supporting the \$10M annual operating budget. Expand relationships with foundations and institutional partners to secure long-term, sustainable funding with a particular focus on unrestricted funding.

**Moves Management:**

- Lead the entire moves management process, from identifying prospects to cultivating, soliciting, and stewarding institutional partners and funders. Manage up effectively and guide senior leadership and program teams in donor engagements. Oversee all funder engagement processes, ensuring timely follow-up, acknowledgment, and ongoing relationship-building.

**Proposal Development:**

- Coordinate and/or lead the writing, development, and submission of proposals to foundations, institutions, and major donors. Ensure grant reporting deadlines are met and required documentation is completed accurately.

**External Communications and Visibility:**

- Develop and manage fundraising materials, including funder briefings, meeting agendas, slide decks, and tailored correspondence. Contribute to the production of the annual report and other fundraising collateral, ensuring materials align with the Institute's mission and vision.

**Events and Sponsorships:**

- Lead sponsorship efforts for the Institute's flagship biannual conference and other events, identifying prospects and managing sponsor relationships. Assist with the planning and execution of special events and conferences, ensuring they align with funder engagement and cultivation goals.

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**Organizational Responsibilities and Special Projects:**

- Maintain or enhance the donor management system, adapting it to fit the Institute's evolving needs. Organize funder information, track progress, and ensure accurate record-keeping. Participate in leadership and organizational meetings, working groups, and other duties as assigned. Collaborate with other UC Berkeley fundraising units as necessary.

**Required Qualifications**

- Minimum 10 years in fundraising, with a focus on foundations and institutional partnerships, including grant writing and management.
- Demonstrated track record of raising significant funds from foundations, corporations, individuals, and other institutional sources, contributing to a \$10M operating budget.
- Strong knowledge of, or the quick ability to develop this knowledge, in order to clearly and consistently articulate the Institute's mission, vision, and its core areas of research and programming, and belonging and bridging frameworks.
- Demonstrated experience in leading moves management processes, including managing funder portfolios and relationships through identification, cultivation, solicitation, and stewardship.
- Proven ability to cultivate and sustain long-term relationships with institutional partners, sponsors, and prospects.
- Experience with and interest in organizational strategy and direction setting with proven ability to build and strengthen organizational capacity for fundraising by working across departments to align efforts and resources.
- Demonstrated ability working in a dynamic environment with evolving priorities, with the ability to quickly adapt to changing circumstances and pivot strategies as needed.
- Experience with relationship management systems or the ability to modify existing systems, with expertise in organizing donor data and tracking fundraising progress.
- Ability to collaborate with colleagues from various areas of expertise (e.g., program, communications, research) to create clear, compelling fundraising strategies. Exceptional written and verbal communication skills, including creating presentations, proposals, and funder materials.
- Strong project management skills, attention to detail, and the capacity to handle administrative tasks with accuracy and efficiency.
- Demonstrated ability to manage up effectively, supporting senior leadership in fundraising, and guiding them through the funder engagement process.

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- Willingness and ability to travel domestically and internationally to engage with funders and sponsors. Occasional evening and weekend work may be required.

#### Education Level

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

#### Preferred Qualifications

- Proven success fundraising at a nonprofit, university research center, or other research environment, with a strong understanding of the unique fundraising needs of such institutions.

#### 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 or hourly range that the University reasonably expects to pay for this position is \$109,200 - \$158,500, commensurate with experience and informed by our organizational equity-based salary scale.

- This is a **three (3) year**, full-time (40 hours/week)**contract** appointment that is eligible for UC benefits.
- This position is exempt and paid monthly.
- A contract renewal is possible after three years and pending fundraising success.

#### Other Information

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- This is not a visa opportunity.
- This position is remote-friendly, eligible for 80% remote capability. Remote staff must be able to work from the Berkeley campus at least once a week.

### **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 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

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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)

### 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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