

Director of Individual Giving (0462U), BAMPFA - 81565
University of California, Berkeley

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Downloaded On: Oct. 6, 2025 4:22pm

Posted Oct. 6, 2025, set to expire Jun. 30, 2026

Job Title	Director of Individual Giving (0462U), BAMPFA - 81565
Department	Berkeley Art Museum and Pacific Film Archive
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 6, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Institutional Advancement Arts/Museum/Theater
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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

One of the nation's leading university museums, the University of California, Berkeley Art Museum and Pacific Film Archive (BAMPFA) is a forum for cultural experiences that transform individuals and advance the local, national, and global discourse on art and film. As the premier visual arts venue at America's top public research university, BAMPFA is uniquely dedicated to art and film in equal measure, presenting more than 300 hundred film screenings, dozens of public programs, and more than fifteen exhibitions annually. BAMPFA takes a contemporary and critical perspective on its wide-ranging collections.

Position Summary

The Director of Individual Giving will be responsible for building, enhancing, and creating pipelines for BAMPFA's individual donor program, including planned giving, annual giving, membership, and special events. The Director of Individual Giving will have primary responsibility for leading the organization's individual giving efforts, setting strategy, and executing fundraising plans to sustain and grow the number of annual donors and the size of individual donations. They will collaborate and help lead the strategy for BAMPFA's annual gala and individual donor engagement events.

The Director of Individual Giving plays a pivotal role in sustaining and growing BAMPFA's individual donor base. In this capacity, the position regularly solves problems such as: building and sustaining a strong donor pipeline by overseeing annual fund, membership, and planned giving programs;

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designing and executing effective donor engagement strategies that inspire giving through cultivation events, stewardship, and tailored communications; meeting and exceeding annual fundraising goals by securing major gifts and leveraging donor relationships to raise over \$1.5M annually.

Application Review Date

The First Review Date for this job is: 10/15/2025.

Responsibilities

Major Gift Fundraising:

- Actively manage a portfolio of donors and prospects, primarily at the \$10,000 level and above, raising at least \$1.5 million per year through elevated portfolio and fundraising events.
- Manage stewardship events and benefits for donors.
- Personally cultivate and steward donors and prospects via attendance at events, individual face-to-face meetings, telephone contact, and written communications, involving the Executive Director, Chief Development Officer, and curatorial team, when appropriate.
- Qualify major gift prospects and solicit appropriate gifts directly.
- Brief and prep the Executive Director, Chief Development Officer, and other presenters for donor meetings, events, etc.
- Write persuasive solicitation letters, funding proposals, and presentations to individuals.
- Create and manage effective communications with the donors and prospects in the portfolio in order to maintain-and build-effective partnerships.

Annual Fund & Membership:

- Develop and lead a cohesive and highly collaborative individual giving pipeline (membership and annual fund through major gifts) that capitalizes on BAMPFA's strengths and maximizes long-term gains in programmatic and unrestricted funding.
- Personally manage a portfolio of donors with consistent focus and high-touch engagement, cultivation, and stewardship, resulting in successful solicitations.
- Oversee the organization's strategic communications calendar for fundraising.
- Analyze fundraising potential, establish clear, measurable objectives, and achieve stated goals with monthly and annual giving.
- Oversee the Membership Manager and Membership Coordinator to further develop all aspects of fundraising, strategic direction, and growth of the annual fund program (\$1-\$4,999 level donors), including personal solicitations, direct mail, and online communications.

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- Work closely with and serve as a BAMPFA liaison to assigned membership groups, including the Film Council, Matrix Council, and Collections Council.
- Oversee planned giving, including launch and stewardship of current Hoffman Society members, and the option for current donors to support BAMPFA through planned gifts.
- Lead project management across departments regarding in-house and out-of-house bulk mailings and phone campaigns.

Development Event Production:

- Lead strategic planning & development of all donor cultivation events and programs.
- Serve as the primary liaison and lead organizer for the Art + Film Benefit, with support from the Chief Development Officer and the Special Events Manager; set meetings and agendas, send periodic communications to the host committee, respond to committee members' needs, and reach out to less active members to increase their participation.
- Help develop and oversee the management of the donor engagement and event budgets, in coordination with the Special Events Manager, including preparation and maintenance of budget reconciliation and reporting.
- Oversee the content creation and design of all print and online collateral, such as invitations, direct solicitation materials, etc., and schedule, draft, and oversee the delivery of all necessary communications with attendees leading up to the event.
- Work across the organization to develop production plans that align with event structure and goals.

Leadership & Support

- Foster a positive professional work environment that recognizes new ideas, builds confidence, encourages teamwork, and promotes diversity, equity, & inclusion.
- Maintain a positive leadership style that empowers staff through active communication and ensures accountability for excellence through clearly defined and measurable goals.
- Lead and mentor three development team members: Individual Giving Officer, Membership Manager, and Membership Coordinator.

Other duties as assigned.

Required Qualifications

- 6-7 years of progressive experience in fundraising roles.
- Supervisory experience.

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- Technologically savvy with strong knowledge of Tessitura and/or Fundraising CRM software.
- Advanced ability to understand and analyze complex organizations and systems, and ability to work in harmony with peers, and as an active team member.
- Advanced demonstrated natural ease and effectiveness when working with high-level donors and sponsors.
- Has the credibility, maturity, and sound judgment necessary to inspire trust and respect from community leaders, donors, colleagues, and team members.
- Exceptional communication, interpersonal, and negotiation skills, and the ability to develop clear and compelling written and verbal case statements, proposals, reports, etc.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience with accruing, stewarding, and managing 6 - 7 figure gifts.
- A background and/or interest in the arts and/or higher education field.
- Master's degree in arts administration, Non-Profit Management, or a similar field 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.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$125,000.00 - \$150,000.00.

- This is an exempt monthly-paid position.

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How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 20% hybrid work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

SB 791 and AB 810 Misconduct Disclosure Requirement: 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](#)

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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.

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.

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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