

Director of Development (0462U), Berkeley Law - 81634  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263684>

Downloaded On: Oct. 10, 2025 12:38am

Posted Oct. 9, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Director of Development (0462U), Berkeley Law - 81634
<b>Department</b>	Berkeley Law
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 9, 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 Alumni Relations
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**Job Description**

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**Director of Development (0462U), Berkeley Law - 81634**

**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 Law School's Development and Alumni Relations (DAR) team engages alumni philanthropically and in programming and initiatives that strengthen the school and the student experience. The mission of the Development arm is to secure financial support for core operations and special initiatives that advance the law school's mission.

## Position Summary

The position involves designing, developing, delivering, and administering fundraising programs. Develops and implements strategies for cultivating, soliciting and stewarding major gifts prospects with the capacity for a major gift of \$25k to \$1M and above; identifies new donor prospects through researching background information on potential donors and developing materials, creating marketing plans, and organizing related programs/events; cultivates, stewards, and solicits donor prospects for gifts ranging from \$25K to \$1M and above; prepares and negotiates gift instruments ranging from moderate to high complexity; works with the Dean, Assistant Dean and faculty as necessary to solicit the largest gifts; manages a portfolio of principal gift prospects assigned to the Dean. Directs the research and preparation of the Dean's briefings materials, creates talking points and meeting strategies for the Dean and briefs the Dean on these strategies. As appropriate, staffs the Dean on principal gifts visits and directs the tracking and implementation of all follow-up; manages the activities of the campaign cabinet and their meetings; collaborates with the Director of Financial Aid and the Director of Career Services to ensure proper stewardship of financial aid donors.

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## Application Review Date

The First Review Date for this job is: 10/20/2025.

## Responsibilities

### Fundraising:

- Plans, organizes, and directs large-scale fundraising campaigns for Berkeley Law.
- Participates in short and long-range strategic planning. This includes annual stewardship for existing donors, longer term planning for prospect cultivation, foundation research and strategic planning, and campaign strategy in relation to law school endowment funds and long-term giving campaign of the Institute.
- Identifies, cultivates, solicits and/or stewards major gift prospects and donors using specific metrics (currently from CADS) to track all activity and provide reports on outcomes.
- Utilizes a "return on investment" strategy in managing a donor portfolio.
- Responsible for major gifts and corporate/foundation level fundraising, as well as direct marketing, to guarantee gifts in support of Berkeley Law.
- Manages a portfolio of donors capable of giving \$25K to \$1M or more.
- Writes complex proposals for solicitation of individual, corporate, and/or foundation prospects.
- Travels to meet with donors and represent Berkeley Law.
- Designs, organizes, and attends functions, meetings, and conferences as a representative of Berkeley Law. May serve on internal and/or external committees as a representative of the campus or Berkeley Law.
- May participate in cross-campus multi-unit campaigns in partnership with UDAR.

Results have a major impact on the overall goals of the program. Ensures the following fundraising goals are met and raises at least \$1M annually:

- Manages a portfolio of 75 - 100 major gifts or corporate/foundation relations prospects, with the capacity to give between \$25,000 and \$1,000,000+.
- Makes at least 15 - 20 substantive contacts per month (e.g., significant moves that advance a relationship).
- Makes between 80-120 visits per year.
- Leads planning of fund development and annual solicitation programs.
- Evaluates programs using financial feasibility studies and market research, including planning and evaluating annual solicitation programs and making recommendations for improvements.
- Closes at least \$1m in new gift commitments or outright gifts.

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### Professional Development & Supervision

- May recruit, train, and support key volunteers who assist in advancement efforts.
- May oversee the work of professional and support staff involved in the implementation of multi-component fundraising programs.
- Uses key fundraising applications and databases to implement goals and objectives of the fundraising strategy.
- Engages in professional development and training opportunities as needed.
- Performs additional duties as assigned.

### Required Qualifications

- Advanced knowledge of all aspects of fundraising, donor relations and public relations.
- Advanced knowledge of and/or can quickly learn all aspects of UC Berkeley and Berkeley Law, including relevant issues for both the campus and higher education.
- Advanced knowledge of and/or can quickly learn UC Berkeley and Berkeley Law, including its vision, mission, goals, objectives, achievements and infrastructure.
- Advanced knowledge of applicable laws, rules, regulations, institutional policies, et cetera pertaining to gift acceptance and prospect management.
- Advanced written, oral and interpersonal communication skills, including political acumen to establish and maintain effective working relationships at all levels throughout the organization and with outside constituencies.
- Advanced skill in making persuasive and compelling presentations of campus goals/objectives and securing gifts.
- Advanced skill to meet predetermined goals and objectives through effective program/project planning, organization, execution and evaluation.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Advanced analytical, critical thinking skills, including skills in creative and effective decision-making and problem recognition/avoidance/resolution.
- Strong attention to detail.

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- Advanced project management skills. Proficiency in Microsoft Word, Excel, Access, PowerPoint and UDAR data systems with the ability to learn new systems.
- Experience and comfort working with constituent groups such as alumni, donors, volunteers; ability to develop and maintain positive relations with constituent groups.
- Demonstrated ability to work both independently and as part of a team.
- Ability to work with sensitive information and maintain confidentiality.
- Ability to travel and work during evenings, roughly twice per month.
- Skill to meet or exceed fundraising goals and objectives.
- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- Juris Doctor (JD) degree and/or experience in legal environments.
- Membership in Council Advancement Secondary Education (CASE) and/or Association of Fundraising Professionals.

### 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 \$126,800.00 - \$158,500.00.

- This is an exempt monthly-paid position.

### How to Apply

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

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### 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](#)

### 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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