

Director of Development (0462U), Biological Sciences
Dean's Office - 64491
University of California, Berkeley

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Downloaded On: May. 8, 2024 8:19pm

Posted Feb. 6, 2024, set to expire Jun. 30, 2024

Job Title	Director of Development (0462U), Biological Sciences Dean's Office - 64491
Department	College of Letters & Science
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Institutional Advancement Finance/Investment Management Communications/Public Relations
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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging makes it a special place

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for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Division Overview

UC Berkeley is consistently ranked as the best public university in the world, and it places strongly in the top five institutions internationally, public or private. Berkeley's largest college, and one of the most prestigious academic units in the UC system, is the College of Letters & Science (L&S). L&S currently seeks a Director of Development in the Biological Sciences to join its team of fundraising professionals. The individual chosen will be a leader of proven accomplishment, high energy, and resilient imagination who will lead and work collaboratively to further the College's development objectives. While the College seeks to hire adaptable generalists in its fundraising positions, the Director of Development can expect to be given responsibility for a portfolio of projects and prospective donors relating to the Division of Biological Sciences.

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In recent years the College has raised a record number of private donations, with annual totals in the \$85 million to \$100 million range. We are seeking a dynamic individual to help us sustain and surpass this level of excellence and accomplishment. A proven track record is essential, as is a willingness to work collaboratively with Berkeley faculty, colleagues across the campus, and particularly with ambitious academic deans. Candidates must bring a history of building strong relationships with donors and an instinct to go the extra mile to engage new donors and to help existing supporters deepen their relationship with the College in ways that are meaningful and motivating.

This is a complex position that will provide unparalleled opportunities for growth. On December 31, 2023, Berkeley will have successfully completed and exceeded a \$6 billion capital campaign. The College of Letters & Science was an integral part of this success, with roughly \$1 billion of new funding secured during the campaign for the academic departments of the College and the myriad of research programs led by its faculty. The Division of Biological Sciences has exceeded over \$420 million towards that effort.

UC Berkeley's Division of Biological Sciences generates profound shifts in our understanding of the function and behavior of living organisms. New insights - many discovered in our laboratories - fuel a widely accepted belief that the life sciences form the defining research enterprise of the 21st century. CRISPR genome engineering, immuno-oncology, telomeres and telomerase, the proto-human "Ardi," and the molecular behavior of insulin - these are examples of world-altering discoveries that originated at Berkeley. Berkeley Biological Sciences is considered among the best in the nation, if not the world. Recent Nobel Prizes and Breakthrough Prizes, as well as the launch of new institutes and centers, mean that there is great collaboration with faculty to address the demands that come with great success.

With presently 112 full-time faculty in our departments, our undergraduates and graduate students learn from and work with some of the world's leading scientific minds, deciphering the interplay of living systems from the intracellular to the ecosystemic to the planetary. The Division has just launched a new Department of Neuroscience. The new department will include faculty from the current Division of Neurobiology in Molecular & Cell Biology, Integrative Biology, and members of the Helen Wills Neuroscience Institute who currently hold joint appointments in Engineering, Chemistry, Psychology, Public Health, and Optometry.

The Division of Biological Sciences has over 44,000 alumni of the Departments of Integrative Biology (IB) and Molecular & Cell Biology (MCB). MCB has five sub-divisions: Biochemistry, Biophysics and Structural Biology (BBS); Cell Biology, Development and Physiology (CDP); Genetics, Genomics and Development (GGD); Immunology and Molecular Medicine (IMM); and Molecular Therapeutics (MTx).

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It also includes the Physical Education Program and the following independent research units: the Cancer Research Laboratory, Electron Microscope Lab, the Henry Wheeler Center for Emerging and Neglected Diseases, and the globally-recognized Innovative Genomics Institute, led by Nobel laureate Jennifer Doudna.

The Director of Development will be part of a team that defines new opportunities for the next fundraising campaign, to help Berkeley sustain academic excellence in an era when philanthropy will be crucial to our success. This is an opportunity to join a solid, successful, forward-thinking fundraising effort in one of the most rewarding intellectual environments in the world, with a special emphasis on flagship efforts such as the Innovative Genomics Institute and the nascent Department of Neuroscience. We welcome applications from candidates who want to help us define the new era of greatness in public higher education.

Application Review Date

The First Review Date for this job is: February 20, 2024 - Open Until Filled

Responsibilities

- **70%** Manage a portfolio of 125-150 major gift prospects, the bulk of whom have the capacity to give \$100,000 or more. Make at least 10-15 substantive contacts per month (e.g., significant moves that advance a relationship). Qualify and cultivate major gift prospects, solicit gifts directly, and steward donors after a gift is made. Ensures that predetermined fundraising goals are met and raise at least \$1 million annually.
- **15%** Presents formal fundraising proposals to major donors and prospects and prepares and accompanies deans and faculty when they are planning to present proposals.
- **10%** Attend functions, meetings and serve on internal/external committees as a representative of the campus.
- **5%** Designs and implements highly specialized program activities.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- A minimum of 5+ years of experience in the field and expert knowledge of all aspects of fundraising, donor relations and public relations.
- Expert ability to develop and structure complex gifts; proven track record of success in direct solicitation.

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- Advanced skill in building prospect portfolio, knowledge of how to research, identify and cultivate new donors.
- Experience in successful relationship-building with prospects, key faculty and staff, and volunteers.
- Expert skill in making persuasive and compelling presentations of campus/College goals/objectives and in securing gifts.
- Knowledge of the campus and college's vision, mission, goals, objectives, achievements and infrastructure.
- Advanced written, oral and interpersonal communication skills, including advanced political acumen, and demonstrated success in establishing and maintaining good working relationships at all organizational levels and with outside constituencies, including donors and volunteers. Expertise in developing persuasive written materials from diverse, unstructured written and oral information.
- Advanced analytical, critical thinking, problem recognition/avoidance/resolution skills.
- Ability to successfully deal with confidential, complex situations involving coordination and consultation with high level constituents.
- Demonstrated sound judgment, tact, and a proven record of effective initiative.
- Some evening and weekend hours, as well as occasional travel required.
- Basic understanding of sciences and curiosity preferred.

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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 \$120,000 to \$145,000 annually. This is a 100% FTE career position eligible for full benefits.

Other Information

- This is a hybrid position eligible for remote capability. This role will be expected to attend some in-person meetings on campus, including clientele meetings, team meetings, divisional and college gatherings.
- This is a Bay Area/Northern Calif-based position.
- This is not a Visa opportunity.

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.

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Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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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