

**Position Title:** Development Director

**Location:** 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:** Go to <https://jobs.berkeley.edu/job-listings> and search for job #48311 to apply.

A tailored cover letter and resume are required. Please submit your cover letter and resume as a single attachment when applying.

**Application Review Date:** The minimum posting duration of this position is 14 calendar days. The department will not initiate the application review process prior to February 10, 2023.

### ***Departmental Overview***

[The Otherring 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.

The newly created Director of Development position will build and deliver a cohesive development strategy for the Institute. This is an exciting opportunity for a creative development professional to partner with the Institute’s Director John Powell and senior staff to support the next phase of our growth through the active engagement with current donors as well as the identification, cultivation and solicitation of funding from a variety of potential new sources including foundations, corporations, government and individuals, and through our flagship biannual conference. The Development Director will inspire, grow and execute a fundraising vision and strategy that leverages the Institute and Director Powell’s influential frameworks of belonging, bridging and Targeted Universalism.

### ***Responsibilities***

- Actively work with the Institute Director and senior leadership to develop and implement a creative, bold and comprehensive fundraising strategy that may include foundations, corporations, individuals, special events, and others. Engage with partners and peer organizations in collaborative efforts to amplify our work to potential

funder/donor prospects. Engage with and provide support and mentorship to Program Directors in the development of program specific institutional fundraising plans and project-based fundraising efforts.

- Serve as the lead relationship manager with donors, particularly those established through the Institute's Director; cultivate and sustain strong relationships through thought partnerships that strategically engage the Institute's Director and program leadership. Manage donor engagements, briefings, correspondence, acknowledgments, and ongoing stewardship, including ensuring donors are up to speed on Institute activities and achievements.
- Manage the coordination, development and submission of proposals, including writing, to meet key fundraising objectives in collaboration with research, program and communications staff. Develop meeting agendas, presentations, donor briefings, background information, slide decks, tailored correspondence and other materials, and contribute to the production of the annual report and other fundraising collateral. Coordinate the timely development, review, and submission of grant reports (including coordination and writing).
- Ensure fundraising goals are set and met for at least \$1 million annually. Develop metrics to track progress of fundraising goals, track incoming revenue, provide support to Admin in drafting budgets, and perform fundraising-related research and analysis. Work collaboratively with Admin on fundraising revenue as part of the annual budget process.
- Participate in Institute-wide initiatives, working groups, meetings and other duties as assigned. Collaborate with other UC Berkeley campus fundraising units as necessary.
- Manage and/or assist with the planning of special events (e.g. salons, receptions, and our flagship biannual conference). Coordinate with the program and communication teams to leverage program events into donor cultivation opportunities.

### ***Required Qualifications***

- At least 8-10 years experience in fundraising and/or business development including grant writing and management.
- Demonstrated track record in successful revenue growth from foundations, corporations and individuals, including general operating support, for a mission-driven organization.
- 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 relationship management abilities, donor/partner management and strategy and innovative partner/donor engagement efforts.
- Demonstrated knowledge of cultivation, solicitation, and stewardship strategies and techniques related to foundation, corporate, and government fundraising.

- Knowledge and understanding of fundraising, donor relations and public relations concepts, principles, techniques, procedures and practices.
- Advanced written and interpersonal communication skills; ability to write and communicate clear, structured, and persuasive presentations using data to create strategic and compelling arguments to secure funding.
- Advanced political acumen to establish and maintain good working relationships throughout the organization and with outside constituencies.
- Advanced organizational, analytical and critical thinking skills, including skill in creative and effective decision-making and problem identification / avoidance / resolution, and strong project management skills.
- Very strong skills in maintaining confidentiality.
- Highly detail oriented with a critical degree of accuracy.
- Interest in communications and ability to communicate effectively to various audiences (e.g., annual reports, blog posts, social media content).
- Ability to travel domestically and internationally to funder and programmatic meetings and events. Occasional work in the evening and over weekends may be required.

***Education/Training:***

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

***Salary & Benefits***

- This is a three-year, full-time (40 hours/week), Contract position, eligible for full UC benefits. A contract renewal is possible after three years and pending fundraising success.
- This is an exempt, monthly paid position. The annual salary is commensurate with experience up to \$146,800 and informed by our organizational equity-based salary scale.
- 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.

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.

### ***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 see:

[https://www.eeoc.gov/sites/default/files/migrated\\_files/employers/poster\\_screen\\_reader\\_optimized.pdf](https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf)

For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

### ***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.