

UC Berkeley
College of Letters and Sciences &
Division of International and Area Studies

**Major Gift Officer
Greater China**

Requisition number: 006624

To apply visit: <http://jobs.berkeley.edu>

Department: IAS Dean's Office

Location: UC Berkeley campus

Salary: Candidates will be hired into an MSP Grade I or II level position depending on their experience and qualifications.

MSP I hiring salary range is up to \$82,100

MSP II hiring salary range is up to \$90,100

First Review Date: 06/21/2007 (This requisition will remain open until filled.)

Job Description:

The University of California, Berkeley is the preeminent public university in the country and one of the leading employers in the San Francisco Bay Area. We are seeking a Development Director to be part of the Division of International and Area Studies (IAS) and the College of Letter and Science (L&S) fundraising team. The Director will report to the IAS Assistant Dean of Development and will work in close collaboration with fundraisers in the College of L&S.

The Division of International and Area Studies promotes all aspects of international and global studies at UC Berkeley. It oversees and works with research units and programs concerned with study of different world regions and international issues. IAS provides a range of services; including study abroad and faculty exchange, and hosts a range of interdisciplinary teaching programs. Berkeley's College of L&S is the largest academic unit at UC Berkeley, with over half the University's faculty, three-quarters of its undergraduate students, and almost half of the Ph.D. students.

The incumbent will be a major-gift fundraiser, managing a portfolio of prospective donors and working toward common goals. The Director will work primarily on campus-wide goals in the area of international and area studies with specific attention to strengthening UC Berkeley programs related to Greater China and forging new international partnerships in East Asia. The fundraiser will help to support a wide range of activities across the full spectrum of the humanities, the social sciences, the sciences, and the professional schools.

Responsibilities:

- Manage a portfolio of 100-125 major gift prospects, the bulk of whom have the capacity to give \$50,000 or more to the campus
- Raise at least \$1 million per year (MSP I) / \$ 2 million per year (MSP II) once established with an appropriate portfolio
- Identify, cultivate, and structure major gifts of \$100,000 or more
- Solicit gifts directly; work directly with senior university officials, faculty, and key volunteers to implement successful solicitation strategies
- Develop and execute long- and short-term strategies to secure gifts from individuals, foundations and other entities in support of the IAS and L&S mission and strategic plan
- Manage relationships with some of the University's most important donors

Requirements & Qualifications:**Requirements & Qualifications for Management and Senior Professional (MSP) Grade I:**

- Demonstrated successful major-gift fundraising experience; ability to develop and structure complex gifts
- Knowledge of campaigns
- Experience in successful relationship-building with prospects, volunteers, and board members
- Demonstrated success in cultivating a group of supporters with extensive and deep ties to Greater China and the Chinese-American community; significant life and/or work experience as well as language proficiency related to this community and the region preferred.
- Knowledge of fundraising in an academic setting preferred.
- Advanced communication, analytical, organizational and interpersonal skills; keen attention to detail and ability to maintain strict confidentiality
- Ability to develop persuasive written materials from diverse, unstructured written and oral information
- Understanding of, and enthusiasm for, a team approach to fundraising
- Must be comfortable in a high-pressure, fast-paced environment while effectively executing a challenging set of major gift plans and programs
- Some evening and weekend hours required; occasional travel required

Requirements & Qualifications for Management and Senior Professional (MSP) Grade II:

All of the above, plus:

- Substantial successful major-gift fundraising experience including gifts involving complex assets and/or planned gifts
- Demonstrated skill and record of success in guiding, motivating and staffing senior administrators, faculty and volunteers
- Direct capital campaign experience
- Complex project management skills

This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

Applications

To apply please visit <http://jobs.berkeley.edu> and enter job requisition number: 006624.
All applications must be submitted via this website.

For additional information you may contact:

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