Recruitment at UC Berkeley: Head of Development (position #15517)
Position: Head of Development

URL: https://hrw-vip-prod.is.berkeley.edu/psp/JOBSPROD/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?
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Job ID: 15517

Location: Main Campus-Berkeley

Full-Time

Department: PA Hearst Mus of Anthropology

This requisition will remain open until filled.

The Phoebe A. Hearst Museum of Anthropology houses over 3 million objects in four discrete locations. These collections derive from around the globe and across time. At this time the Museum is working to consolidate all collections in two facilities to better facilitate the use of those collections in research and teaching and is renovating and reinstalling its gallery at Kroeber Hall. In addition the Museum is working with the campus on the initial planning and fund raising for a new museum to be located in downtown Berkeley. Campus Units are expected to build a sustainable financial model.

In order to grow to meet the demands and potential of the Museum’s future, the Museum seeks a Head of Development to lead a $2.3 million capital campaign, ongoing fundraising to support increased operations, and the future capital campaign for the downtown facility. The Head of Development plays a critical role in securing the future of the Hearst. This person not only raises funds for the Museum, but also participates in all campus and University campaigns. The Hearst’s Head of Development is expected to design, develop, deliver, and administer fundraising programs, identify new donor prospects through researching background information on potential donors and develop materials, marketing plans, and related programs/events; cultivate, stewards, and may solicit donor prospects. The Head of Development reports directly to and works closely with the Museum Director.

Responsibilities

Using skills as a seasoned, experienced fundraising professional, incumbent plans, schedules, and implements fundraising and alumni relations projects and programs, including specific fundraising programs such as the annual appeal, donor collection tours, tribute naming program, etc. May coordinate and oversee the work of support
staff and/or other professionals. Incumbent demonstrates good judgment in selecting methods and techniques for obtaining solutions. S/he is responsible for researching appropriate foundations and other granting agencies and crafting proposals to the same. Negotiates and maintains clearances for solicitations of foundations with University Relations. Prepares the final package for all grant proposals working with the Sponsored Projects Office for submission.

- Plan, schedule and implements a comprehensive fundraising program to meet the Hearst Museum’s financial needs with an emphasis on major gifts. Also includes: proposals to private foundations and applications to federal agencies, annual appeal, endowments, planned giving, capital campaign, and other fundraising vehicles. Identifies, cultivates, solicits and/or stewards donors.

- In collaboration with Head of Interpretation, guide the Museum’s membership program; develop strategies to increase membership and implement membership acquisition campaigns. Oversee the method of processing donations and renewals of memberships, and work with staff engaged in those activities.

- Make recommendations for program changes or development of new programs to increase funding from individual, corporate and foundation donors. Liaise with University Relations to maintain database and ensure compliance with policies and procedures. Research potential extramural fund opportunities. Participates in short and long term strategic planning.

- Work with staff on fundraising materials and publications: including annual and special appeals, and grant materials as required. Make oral presentations to a variety of audiences. As needed, represent the Museum in meetings and at special events. Ensure that all commitments to donors are kept by providing stewardship oversight for Museum donations. Keep donors apprised of the status of funding and/or projects, as needed.

- Participate in the development of marketing strategies for the Museum to increase public awareness, special events, Museum visitorship, and program attendance working with the Head of Interpretation, the Director and other staff to enact these strategies. Work with Interpretation and Development staff involved in the production of marketing materials and press releases. Design, organize and implements donor events, and supervise media contact. Other duties as assigned.

**Required Qualifications**

Thorough working knowledge and understanding of fundraising, donor relations and public relations concepts, principles, techniques, procedures and practices.

- Proven track record of fundraising for major gifts.

- Interest in cultural, arts or museum fundraising.

- Advanced knowledge of the campus, including its vision, mission, goals, objectives, achievements and infrastructure.
• Thorough knowledge of applicable laws, rules, regulations, policies, et cetera.

• Demonstrated excellence in written, oral and interpersonal communication skills, including political acumen, to build and maintain effective working relationship at all organizational levels and with outside constituencies. Ability to work with a diverse group staff, faculty, students, and public.

• Thorough analytical and critical thinking skills, including skills in creative problem solving and effective decision-making.

• Thorough project management skills.

• Demonstrated reliability in attendance.

• Proficient in MS Office Suite and other software programs (e.g., CADS, CSpace).

• Skills to meet or exceed fundraising goals and objectives.

• Attention to detail and well organized with ability to multi-task with competing demands.

Education/Training:

• Bachelors degree in related area and/or equivalent experience/training

Salary & Benefits

Salary: $57,000.00-$84,600.00 Annually

For information on the comprehensive benefits package offered by the University visit:

http://atyourservice.ucop.edu/forms_pubs/misc/benefits_of_belonging.pdf

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Driving Required

A valid driver's license and DMV check for driving record is required.

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.

The University of California, Berkeley is an Equal Opportunity/Affirmative Action employer.
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