

Chief Development Officer
Job Description

Department: Cal Performances
Classification: Fundraising Manager 1
Title Code: 0464U Exempt
Percent Time: 100 %
Supervisor's Title: Executive and Artistic Director
Personnel Program: Personnel Policy for Staff Members (PPSM)

Introduction

The Chief Development Officer is a key strategic partner to the Executive and Artistic Director, with primary responsibility to mature Cal Performances' development and grow the organization's revenue to support an ambitious strategic direction. The incumbent is responsible for directing the department's fundraising operations, spearheading substantial annual growth in the areas of individual giving, corporate philanthropy, government and foundation grants, and campaigns for gifts to support and sustain a comprehensive performing arts center. The Chief Development Officer (CDO) is a member of the senior leadership team of Cal Performances and is an active participant in making strategic decisions affecting the organization.

The incumbent ensures the continual evolution and success of Cal Performances by instilling a culture of philanthropy, coordinating fund development, contributing to strategic planning, executing strategies specified in the Strategic Plan, and addressing fundraising issues within the organization. Additionally, with the Executive and Artistic Director, the CDO will develop strategies around Board of Trustees development, special campaigns, and fundraising events such as galas.

The CDO will participate in the UC Berkeley Campaign Management Team and will work collaboratively with University Development and Alumni Relations (UDAR), specifically with their principal gifts team.

Responsibilities

Duties include but are not limited to:

Strategic Planning

- Develops, executes and evaluates successful multi-year Development plans, establishing long term and short term goals for all departmental fundraising efforts.
- Creates and implements strategies to maximize support from all sources, including leadership and legacy giving; annual giving; institutional giving, events and donor stewardship.

Campaign Oversight

- In partnership with the Executive and Artistic Director, campaign consultants, and board leadership, provide strategic oversight for an upcoming multi-year fundraising 8-figure campaign.
- Work with the Campaign Manager to staff the campaign committees, providing strategic advice and direction alongside campaign consultants.
- Work with the development team to balance the needs of a dynamic fundraising initiative alongside existing annual fund strategies and goals.

Principal Gift Fundraising

- Identifies, cultivates, solicits and stewards a portfolio of 50+ principal gift prospects to include the most influential, complex or highest-rated donors, typically with the capacity to give \$500K-\$10M. Incumbent is expected to make between 10 and 15 substantive contacts per month.
- Conducts personal solicitations of donors, locally and outside the Bay Area
- Develops tailored cultivation and solicitation strategies for a portfolio of major prospects and donors; creates and presents compelling written and oral proposals.
- Partners with the central campus University Development and Alumni Relations staff on coordinated solicitation strategies of selected donors and prospects.

Development Team Management

- Manages the Director, Individual Giving & Special Events, Major Gifts Associate, Major Gifts Officer, Campaign Manager, and the Director of Institutional Giving.
- Supports and mentors Development team as they build their professional capacity.

- Recruits, trains, and manages staff and key volunteers who assist in advancement efforts.
- Oversees the operations of the Development Department, including use of CRM system, gift processing, donor recognition systems, reporting and stewardship.
- Creates and manages Development's annual budget, monitoring expenses and preparing forecasts.
- Attends performances and events in order to build personal relationships with trustees, donors, and volunteers who may be able to assist in furthering institutional giving goals.

Board of Trustees and Volunteer Relations

- In coordination with the Executive and Artistic Director, manages and stewards trustee giving.
- Partners with the Executive and Artistic Director to recruit and staff Trustees and other leadership volunteers, and build their capacity to strengthen philanthropic relationships.
- Staffs the Committee on Trustees and the Gala and Events committees of the Board. Provides general advice and counsel to Executive and Artistic Director on Trustee matters.

Skills, Knowledge & Abilities

Required Qualifications

- 10+ years of Development experience in all aspects of modern Development work, including knowledge of moves management, key performance indicators and metrics, and campaign strategic planning principles.
- 5+ years of experience working with leadership donors, including conducting personal solicitations, working with and coaching Trustees and leadership volunteers to conduct personal solicitations of these donors.
- Track record of developing and executing successful multi-year Fund Development plans, including all levels of individual giving, foundations and corporate relations, events, legacy gifts, as well as related marketing and communications strategies to support this work.
- Strong experience in financial resource management, budget development, and reforecasting.
- Able to serve as counsel to and partner with the Executive and Artistic Director on philanthropic and Trustee activities.
- Entrepreneurial, creative approach to finding new funding opportunities and partnerships.
- Experienced with leadership and management concepts and tools, and best practices in the field.
- Comfortable identifying and executing strategies for building and enhancing the organization's reputation in the community, including with external partners and organizations.
- Strong skills in managing, selecting, coaching, evaluating, and motivating staff.
- Experience managing leadership volunteers, from Trustees to program volunteers, and staffing volunteer committees.
- Demonstrated proficiency in strategic planning, critical thinking, problem solving, persuasion, and marketing skills.
- Comfortable managing multiple projects simultaneously and meeting deadlines.
- Proficient with donor databases (Tessitura and a proprietary UC Berkeley system are currently used) and related technology, prospect research and donor metrics to further program effectiveness.
- Skilled communicator through written, oral and interpersonal means.
- Thoughtful negotiator with good listening skills and sensitivity to diverse perspectives.
- Comfortable with the collaborative decision-making approach of the organization, and in partnering as a member of the Senior Leadership Team.
- Collegial, approachable, and with a sense of humor.
- Political acumen to build and maintain effective working relationships with all levels of the organization and with external collaborators across campus.
- Willing to undertake travel for donor visits.
- Able to work frequent evenings and weekends to meet with donors before, during, and after performances.
- Strong interest in the performing arts, and invested in the success of the Cal Performances.
- Bachelor's degree in a related area and/or equivalent experience.
- Must be able to successfully pass a background check.

Preferred Qualifications

- Experience with capital and endowment campaigns is very desirable.
- Passion in speaking about artists, repertoire and performances is desired.
- Additional studies or certification in philanthropy or nonprofit management are very desirable.
- Knowledge of the UC Berkeley campus, its vision, mission, goals, policies, and infrastructure are a plus.

The budgeted salary range that the University reasonably expects to pay for this position is \$145,000 to \$233,000

Employee's Signature

Date