

Associate Director, Alumni Engagement (6299U),
Berkeley Law - 66472
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233231>

Downloaded On: May. 9, 2024 3:12pm

Posted Mar. 20, 2024, set to expire Jun. 30, 2024

Job Title	Associate Director, Alumni Engagement (6299U), Berkeley Law - 66472
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 20, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement Alumni 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 make it a special place for students, faculty and staff.

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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.

Departmental Overview

UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global import. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society.

The law school's Development and Alumni Relations (DAR) department focuses on securing philanthropic support to meet the school's financial objectives and alumni outreach efforts. The mission of the Alumni team is to build and sustain a vibrant and engaged community that enriches the personal and professional lives of its graduates and advances the law school's mission and strategic initiatives.

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The Associate Director of Alumni Engagement is a member of the Alumni Engagement team, working collaboratively with other members of DAR to create and execute high-level alumni programming based on best-in-practice tactics and supporting donor pipeline building as the class-giving liaison and through seasonal travel to cultivate alumni. Reporting to the Director of Alumni Engagement, tasks undertaken by this staff member include:

- Event production and execution of both large-scale and small-scale events;
- Alumni volunteer recruitment and engagement;
- Management of event budgets;
- Assisting with events managed by other Alumni Engagement team members;
- Broadening outreach to our LL.M. graduates;
- Hosting online CLE webinars;
- Donor pipeline building.

The position requires a high level of diplomacy and interaction with students, alumni, and staff at all levels. The successful incumbent demonstrates excellent communication skills and can work collaboratively with colleagues.

Application Review Date

The First Review Date for this job is: Tuesday, April 2, 2024

Responsibilities

- Under general direction from the Assistant Dean of DAR and the Director of Alumni Engagement, maps out the master schedule and plans, organizes, and coordinates all logistical and technical aspects of Alumni Reunion Weekend (ARW), including investigating, securing, and contracting appropriate event locations, permits, and vendors.
- Secures parking arrangements; creates complex, multi-type registration platform, places orders, and processes payments; arranges vendors and suppliers; determines and coordinates staffing needs; and arranges for and tests technology needs.
- Recruits class volunteers and work with colleagues to assess the program speakers.
- Communicates frequently, promptly, clearly, thoroughly, and succinctly with colleagues, vendors, clients, and other internal stakeholders.
- Provides excellent customer support to develop and maintain good working relationships with internal and external clients, vendors, campus departments, colleagues, and other constituents.
- Supports event speakers, guests, campus officials, and colleagues in advance of and on-site at ARW, including developing and presenting comprehensive staff schedules and program

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timelines, preparing event briefings for the dean and DAR staff, and detailed run-of-show documents.

- Acts as on-site logistical lead for ARW.
- Directs all post-event analysis through the creation and circulation of post-event feedback forms.
- Analyzes historical ARW budgets and pursues opportunities for cost savings without jeopardizing event objectives or audience expectations.
- Ensures that ARW executes within the allotted budget and that payments meet all deadlines.
- Receives and files all invoices, completes all campus-required financial forms and supporting documentation, and tracks expenses.
- Works with Berkeley Law Events staff to create "exceptional approval" memorandums for ARW.
- In conjunction with the Director of Alumni Engagement, directs work to a temporary reunion staff member for a specified period around ARW.
- Creates and assists with events and outreach programming, including events for the Regional Alumni Chapters (REACH) program and the Berkeley Alumni in Residence (BAIR) program.
- Supports donor pipeline building as the class-giving liaison and through seasonal travel to cultivate alumni.
- Acts as the point person for the Admitted Student Weekend alumni brunch each spring.
- Provides administrative support to the Law Events team and the Director of Alumni Engagement in conjunction with planning the dean's annual alumni association board dinner each winter.
- Serves as the Alumni Engagement team's primary Event Planner Card (EPC) holder.
- Assumes responsibility for authorizing use and reconciling expenses in compliance with the university business policy.
- Working with Berkeley Law's Advanced Degree Program team, creates and leads alumni events around the world, including fall recruitment events and spring admitted student events.
- Creates and hosts an in-person event for current LL.M. students at the law school each January.
- Creates, hosts, and manages approximately five CLE webinars annually, including one SCOTUS update, one Dean's Town Hall, and one webinar for the law school's Clinical Program.
- Creates and executes successful annual California State Bar Swearing-In Ceremony each winter for approximately 300 guests, with advance and post-event work similar to the work involved around ARW.
- Completes other programs and events assigned by the Director of Alumni Engagement as needed.
- Accurately records event attendance in the University's alumni/donor database (CADS) in a timely manner.
- Updates individual alumni records as necessary.
- Responds to constituent inquiries.
- Provides excellent constituent assistance, including helping alumni to update contact information,

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access benefits, etc.

- Engages in professional development and training opportunities as needed.
- Performs additional duties as assigned.

Required Qualifications

- Well-developed organizational and time management skills with the ability to manage and perform multiple simultaneous diverse tasks.
- Ability to work on projects and assignments with competing deadlines efficiently in a fast-paced work environment, responding effectively to priorities and setting deadlines, and establishing goals and workload priorities.
- Highly developed judgment, decision-making, problem recognition, avoidance, and resolution skills, including experience in independently taking the initiative and solving problems with exceptional judgment, decision-making, and problem-solving skills.
- Adept at swiftly identifying, mitigating, and/or addressing real and potential problems and unforeseen events to prevent negative impacts on campus relationships while keeping management appropriately advised and proposing effective strategic resolutions.
- Ability to troubleshoot proactively and resolve unexpected challenges quickly.
- Understanding and demonstrated achievement of concepts, principles, and practices of in-person and virtual event planning, including the design, organization, production, and vendor management of events of varying size and complexity.
- Strong project management skills, including demonstrated ability to plan and implement successful events and programs from beginning to end, including setting and meeting goals and deadlines.
- Thorough written, verbal, and interpersonal communication skills, including the ability to produce information appropriately presented and effectively received by target constituencies, including tact and political acumen to effectively represent Berkeley Law and the University.
- Excellent computer skills, including use of Microsoft Office; proficiency with Constant Contact, event software (including Aventri), the Google Suite of applications, and the University's constituent's data system as well as the ability to learn new systems.
- Ability to deal with sensitive information and maintain confidentiality.
- Excellent customer service skills, both verbal and written, to effectively work with a diverse constituency.
- Ability to travel seasonally and occasionally work on nights and weekends.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Commitment to creating a community that fosters equity of experience and opportunity, and

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ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included.

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.

Education/Training:

- Bachelor's degree in related area such as Marketing, Communications, or Public Relations and/or equivalent experience/training.

Preferred Qualifications

- Five years of relevant experience or combination of education and relevant experience.
- Proficiency in managing event budgets, tracking for internal use, meeting established deadlines and within budget constraints, and reconciling expenses for vendor payment, making thoughtful, fiscally conscious decisions in conjunction with the Director of Alumni Engagement in a professional and timely manner.
- Experience collaborating as a member of a cross-functional team with multiple partners and priorities with knowledge of practices and procedures related to establishing and sustaining effective work relationships across internal and external constituencies.
- Thorough research, analytical, and critical thinking skills, including sound judgment and decision-making skills.
- Ability to recruit, train, and motivate constituents and the ability to take charge and direct people in a calm and professional manner.
- Thorough knowledge of and/or ability to learn basic concepts, principles, and procedures for building and maintaining effective relations with internal and external constituencies and thorough knowledge of and/or ability to learn UC Berkeley and the School of Law and its vision, mission, programs, goals, objectives, achievements and infrastructure, and/or the ability to quickly develop an understanding.

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

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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 or hourly range that the University reasonably expects to pay for this position is \$75,000.00 - \$87,000.00.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.
- This is a hybrid position, eligible for up to 20% remote capability.

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.

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](#)

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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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