

Assistant/Associate Director, Donor Engagement &
Special Events (6292U)
University of California, Berkeley

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Posted Jul. 25, 2024, set to expire Nov. 4, 2024

Job Title	Assistant/Associate Director, Donor Engagement & Special Events (6292U)
Department	Intercollegiate Athletics - 68433
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement Athletics Alumni Relations
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Job Description

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Assistant/Associate Director, Donor Engagement & Special Events (6292U), Intercollegiate Athletics - 68433

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

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for students, faculty and staff.

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

The Department of Intercollegiate Athletics consists of more than 275 staff members and coaches and sponsors 30 varsity sports programs. These 30 programs include more than 850 student-athletes who participate in the various sports programs annually within the National Collegiate Athletics Association (NCAA). We are currently seeking an Assistant/Associate Director, Donor Engagement & Special Events who will work within the department's development unit. Assistant/Associate title will be determined based on experience.

The Cal Athletics Fund is the fundraising and alumni relations arm of UC Berkeley's Intercollegiate Athletics Department - Cal Athletics. Each year, the department plans and executes over 100 alumni, donor and fan events with the goal of increasing philanthropic support and overall engagement with

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Cal Athletics. The Assistant/Associate Director of Donor Engagement and Special Events works with internal and external stakeholders including coaches, athletics leadership and development officers to plan events and is responsible for managing all details including but not limited to: guest lists, invitations, ticketing, parking, facilities, concessionaires, caterers, rentals, facilities, and staffing. The Assistant/Associate Director is a key member of the Donor Engagement Team and provides leadership within the Cal Athletics Fund around event strategy and execution. This role reports directly to the Senior Assistant Athletics Director of Development Engagement & Strategy and will work with this individual to develop overarching department goals and strategies for events.

Application Review Date

The First Review Date for this job is: May 14, 2024

Responsibilities

- Plans, organizes and implements events focused on fundraising and Cal alumni engagement for all 30 sports programs with a particular emphasis on football, men's and women's basketball, and department signature events. Events may range from small donor dinners to 1500+ person tailgates.
- Manages all aspects of events including but not limited to: guest lists, invitations, ticketing, parking, facilities, concessionaires, caterers, rentals, A/V, decor design, budget, facilities, and staffing coordination.
- Serves as on-site contact during events and travels as needed to provide event support.
- Uses departmental database and procedures to provide event briefings, produce invitations, collect attendee data and provide a post-event analysis.
- Coordinates with University Development and Alumni Relations, liaisons with the Chancellor's office, coordinates attendance and participation of department leadership (including the Director of Athletics), leads event briefing/preparation meetings, and manages high level donor and alumni relationships with confidentiality.
- Contributes to the department's overarching event strategy.
- Provides reporting and analysis of past events in a timely manner in order to facilitate future planning.
- Develops event concepts that will advance the goals of the Cal Athletics Fund including identifying new target event regions, building vendor relationships, or engaging new donor or alumni populations.

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Required Qualifications

- Thorough knowledge and understanding of concepts, principles and practices of event planning and public relations, including event design, organization and production.
- Demonstrated high level of customer service and donor stewardship.
- Ability to lead a team and provide direction while simultaneously planning and executing assigned events.
- Skill in effectively managing event budgets and business office processes and protocols.
- Experience working and collaborating with both internal and external partners to achieve desired goals and outcomes.
- Proven leader who can represent the Cal Athletics Fund at events and development functions.
- Highly developed interpersonal communication skills including political acumen and social perceptiveness.
- Demonstrated a high level of professionalism at all times and adeptly navigates department systems; strong emphasis on confidentiality.
- Strong attention to detail, decision-making, time management skills.
- Ability to multi-task in a high-volume environment.
- Organizational skills and problem resolution skills.
- Proficient in use of Microsoft Office and common desktop/web applications.

Education/Training:

- Bachelor's degree in related area and/or equivalent training/experience.
- 1+ year of event planning experience as an assistant.
- 2+ years of event planning experience as an associate.

Preferred Qualifications

- Prior experience working in intercollegiate athletics development, a non-profit or university development is preferred.
- Proficient with Google applications and experience working with databases, registration platforms, and Salesforce.
- Thorough knowledge of and/or ability to learn about the campus, its vision, mission, programs, policies, achievements and infrastructure.
- Knowledge and understanding of applicable NCAA and ACC rules and regulations.

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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 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 \$70,100.00 - \$85,000.00.

- 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.

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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social

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service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Driving Required

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

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.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

University of California, Berkeley

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