

Associate Director of Development (7547U) - 68250
University of California, Berkeley

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Posted Jul. 28, 2024, set to expire Nov. 4, 2024

Job Title	Associate Director of Development (7547U) - 68250
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement
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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.

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

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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 Berkeley School of Education (BSE) is one of the nation's top- ranked schools of education, offering unparalleled scholarship and professional training that prepares future leaders of education policy, practice, and research. With one of the most diverse faculty and student bodies at UC Berkeley, in a community rooted in equity and social justice, the students and faculty of the BSE are joined by their shared commitment to understanding and improving the complex world of education. A central mission of the BSE is to improve teaching and learning for all students in our schools by preparing the next generation of teachers, administrators, educational researchers, and school psychologists in exemplary academic and professional preparation programs, with an emphasis on working with diverse students in urban settings. BSE graduates make a global impact as researchers, professional educators, leaders, and innovators.

Position Summary

The Associate Director of Development is a member of the Berkeley School of Education development team, working collaboratively with other members of the Berkeley School of Education (BSE) and

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campus partners to develop the School's donor pipeline through effective cultivation, stewardship, and alumni engagement practices. Motivated by the opportunity to build authentic partnerships that advance excellence and equity in public education, the Associate Director of Development also leads BSE's annual giving strategy, driving donor growth and retention through campus-wide giving initiatives (Big Give, direct mail) and partnerships with University Development and Alumni Relations (UDAR). Reporting to the Assistant Dean of Development and External Relations, key responsibilities for this staff member include:

Portfolio management: cultivating, soliciting, and stewarding an active portfolio of leadership donors and alumni; Alumni volunteer recruitment and engagement; Project management; The ability to convey impact through written and verbal communication; Support with donor and alumni events.

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: 05/29/2024.

Responsibilities

Frontline Fundraising:

- Personally, manage a portfolio of leadership level prospects with the capacity to give \$1,000-\$100,000 annually.
- Identify and qualify new prospective donors and cultivate, solicit and steward donors for support to BSE.
- Prospect work may entail occasional travel, evening and weekend work, and attending, supporting and participating in donor related events.

Annual Fund:

- Lead BSE annual fund strategy, including service as point person for UDAR on direct response marketing (DRM) appeals and new supplemental solicitations.
- Manage campus-wide annual giving initiatives including Big Give.

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Donor Stewardship:

- Oversee gift acknowledgement and donor stewardship programs in partnership with UDAR.
- Collaborate with UDAR, BSE development and the Dean's office staff to provide high touch stewardship touch points as needed.

Alumni Relations:

- Support strategic alumni engagement at BSE, including but not limited to the execution of briefings, proposals, events, meetings, etc.
- Serve as BSE point person for UDAR alumni relations community of practice.

Professional Development:

- Engage in professional learning and growth, and contribute to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within BSE and at Berkeley.

Required Qualifications

- Thorough working knowledge of all aspects of fundraising, donor relations and public relations including thorough knowledge of applicable laws, rules, regulations, policies, et cetera.
- Thorough working knowledge of and/or can quickly learn the campus, its achievement, vision, mission, goals, objectives, applicable policies, infrastructure and current issues of concern and knowledge of issues of concerns for higher education generally.
- Thorough written, oral and interpersonal communication skills, including political acumen, to build and maintain effective working relationship at all organizational levels and with outside constituencies.
- Skilled in making persuasive and compelling presentations of campus goals/objectives and securing gifts.
- Skilled in meeting predetermined goals and objectives through effective program/project planning, organization, execution and evaluation
- Thorough working experience in researching, developing and writing proposal to a variety of donors including alumni, individuals, and family foundations.
- Analytical, critical thinking skills, problem recognition/avoidance/resolution skills.
- Thorough project management skills.

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- Skills to meet or exceed fundraising goals and objectives.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC 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 \$100,000.00 - \$130,000.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 60% remote work. BSE embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change. This role is eligible for a hybrid work plan, and expected to be based in the Bay Area.

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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 https://apptrkr.com/get_redirect.php?id=5385607&targetURL=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 applying for or inquiring about this job announcement.

Contact

N/A

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