

Associate Director, Alumni Communities (6300U), Haas
School of Business - 67862
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238850>

Downloaded On: Jul. 27, 2024 12:23pm

Posted Jul. 26, 2024, set to expire Nov. 4, 2024

Job Title	Associate Director, Alumni Communities (6300U), Haas School of Business - 67862
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 26, 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 Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles](#): **Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself**. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The Development and Alumni Relations (DAR) team at Berkeley Haas engages and cultivates alumni, parents, friends, corporations and foundations to advance the vision and mission of the school, inviting these key constituencies to provide volunteer leadership and make philanthropic investments in

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support of the school's students, faculty and programs. The Development team of major gift and annual gift officers cultivates prospective donors, both nationally and internationally, to inspire transformational gifts in support of Berkeley Haas and provides staff support for high-level volunteer groups, such as the Berkeley Haas Advisory Board. With over 44,000 living alumni, the Alumni Relations team develops and builds greater awareness for career services, lifelong learning, and networking resources to support the engagement, learning, and connectedness of Berkeley Haas alumni.

The Haas School of Business 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.

Application Review Date

The First Review Date for this job is: 05/02/2024.

Responsibilities

The Associate Director of Alumni Communities manages the regional, shared interest, affinity groups and the regional representatives for the Haas School of Business. Playing a pivotal role expanding the school's global reach and brand visibility they oversee the recruitment, cultivation, and training of volunteer leaders who create events and programs to address the needs of the alumni base, and deliver on initiatives in support of the school's strategic and philanthropic priorities. Acting as a bridge between the alumni network and the campus community they foster relationships among alumni, student clubs, faculty, admissions, and program offices. They work to identify new opportunities to strengthen these relationships and ensure representation within the network, including stewarding the creation of identity-based affinity groups. The Associate Director also oversees the management of annual chapter grants, ensuring proper fund allocation and compliance with campus policies.

Alumni Communities and Volunteer Oversight:

- Recruit, develop and motivate alumni volunteer leaders within their respective communities, providing redirection as needed to align with strategic goals and priorities of the School and alumni community.
- Develop and provide training, resources, and guidance to volunteer leaders on essential skills and knowledge in areas such as event planning, board governance, leadership pipeline development, and succession planning.
- Travel to strategically important regional markets, including those in the Bay Area, to meet alumni, volunteers, and support events.

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- Attend alumni group board meetings and functions, providing direction and support where appropriate.
- Assist Director of Alumni Engagement and Leadership Development to plan, create agendas and coordinate logistics on Alumni Council Meetings and annual volunteer leadership retreats.
- Proactively identify, develop and implement new volunteer engagement opportunities including recruiting, onboarding and developing new alumni groups in regional markets, industries, and identities to address alumni needs and support the school strategic priorities.
- Promote diversity, equity, inclusion and belonging within alumni communities, ensuring representation and participation from individuals of all backgrounds including stewarding the creation of identity-based alumni affinity groups.
- Partner on student-to-alumni initiatives to connect admitted students and recent graduates with alumni communities.
- Encourage and promote giving among alumni leaders in support the execution of school-wide philanthropic and cultural events in support of the school's strategic plan.
- Collaborate with internal stakeholders, including faculty, staff, students, and other departments, to leverage resources, support initiatives, and identify opportunities to strengthen ties between the school and its alumni including sourcing and referring alumni for priority projects and fundraising efforts.
- Support volunteer pipeline development to enrich the Berkeley Haas Alumni Council and Haas School Board.

Event Management, Communications & Promotions:

- Assemble, design and disseminate all event email & newsletter communications on behalf of all alumni communities and groups. Includes ad hoc and email marketing campaigns, social media, and online alumni events calendars.
- Identify opportunities for and ensure cross promotion of alumni events with program offices, student clubs, and other campus departments.
- Work with the Associate Director, Digital Engagement & Marketing to maintain and regularly audit the Alumni Groups and Communities portion of the Alumni website to ensure accuracy on volunteer leaders, group descriptions and ensure an up-to-date calendar of alumni community events.
- Respond to constituent inquiries promptly.
- Collaborates with Director, Alumni Engagement & Leadership Development on content development and distribution of Alumni Council communications.
- Partner with DAR events team to execute and support alumni relations led signature events.
- Coordinate, design and oversee events in regional areas identified as strategic priorities of the

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unit and the school, including events featuring faculty and alumni thought leaders; Connect traveling faculty, staff and students with alumni leaders.

- Identify content providers and industry experts to participate in chapter activities.

Data Management, Evaluation, and Compliance:

- Analyze, report, and manage alumni group data and metrics, noting significant engagement trends, opportunities for collaboration, and strategic programming including ad hoc training, communications, and events.
- Set and monitor Key Performance metrics and goals for alumni communities based on school strategic priorities; Evaluates and assesses results on an ongoing basis.
- Track and ensure all alumni community event attendance data and other relevant KPIs are reported and recorded into the Cal Advancement Data System in a timely manner.
- Manage annual chapter grant program, allocating funds based on engagement statistics, community growth plans, and strategic priorities.
- Administer annual report to ensure compliance with campus support group policy and standards.
- Gain knowledge of and share insights into pertinent trends and innovations through market research, and participation in peer networks and associations.

Other duties as assigned

Professional Learning and Growth

- Embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas.
- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing University sponsored certifications & training sessions (Ie: MEP Workshop, Implicit Bias Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

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Required Qualifications

- 3-5 years' experience leading volunteers and/or managing staff with proven ability to lead, direct, mentor, evaluate and motivate constituents and teams and a thorough understanding of volunteer engagement strategies including recruiting, empowering and stewarding volunteers.
- Highly developed organizational and time management skills with ability to simultaneously manage multiple stakeholders and projects from beginning to end, including setting and meeting deadlines in a fast-paced environment
- Advanced interpersonal skills with knowledge of practices and procedures associated with building and maintaining effective working relationships with all levels of alumni, internal and external constituencies including active listening skills, and ability and flexibility to act as a member of a cross-functional team.
- Excellent communication skills, both verbal and written, with a keen attention to detail including skill to produce information that is appropriately and effectively received by target constituencies.
- Strategic thinker with advanced project management experience including project planning, scheduling, tracking, and evaluation with the ability to conceptualize and implement innovative programs and initiatives.
- Demonstrated expertise managing/utilizing CRM databases and marketing platforms, spreadsheets, and other analytics tools including Microsoft Excel/Google Sheets, PowerPoint, and Word/ Google Docs; ability to distill and share complex data and policies with constituents.
- Event planning experience with a thorough knowledge and understanding of concepts, principles and practices including event design, organization and production.
- Experience managing budgets, financial record keeping and knowledge of related procedures.
- Experience independently taking initiative and solving problems with exceptional judgment, decision-making, and problem recognition/avoidance/resolution skills, including skill to quickly and appropriately identify, address, and mitigate unforeseen and/or rapidly unfolding events that may negatively impact relationships between the campus and various constituencies, keeping senior management appropriately advised and notified.
- Ability to travel to strategically important regional markets, including those in the Bay Area, to meet alumni, volunteers, and support events.
- Available to work occasional evenings and weekends (with advance notice).
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging in a business, organization or public university setting.

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Education/Training:

- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of fundraising/philanthropy and donor relations concepts, principles, and practices.
- Knowledge of issues of concern and trends in higher education, preference for knowledge of public institutions of higher education.
- Knowledge of the campus and the Haas School, its strategic plan, vision, mission, goals, objectives, achievements, issues of concern and infrastructure.
- Experience with Slack, Qualtrics, Wordpress, Canva, or other content creation platforms.

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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 \$77,600.00 - \$109,000.00.

How to Apply

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

Other Information

- This is not a visa opportunity.

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.

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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 applying for or inquiring about this job announcement.

Contact

N/A

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