

Associate Director (0462U), Major Gifts, New York
Region - 75402
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251599>

Downloaded On: Jan. 15, 2025 5:29am

Posted Jan. 14, 2025, set to expire May 13, 2025

Job Title	Associate Director (0462U), Major Gifts, New York Region - 75402
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement
Apply Online Here	https://apptrkr.com/5924858

Apply By Email

Job Description

Image not found or type unknown



Associate Director (0462U), Major Gifts, New York Region - 75402

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.



Associate Director (0462U), Major Gifts, New York
Region - 75402
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251599>

Downloaded On: Jan. 15, 2025 5:29am

Posted Jan. 14, 2025, set to expire May 13, 2025

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

University Development and Alumni Relations (UDAR), increases support for and enhances knowledge of UC Berkeley through communications, public outreach, and fundraising. UDAR is responsible for fundraising and donor engagement, and works to strengthen unit development offices by consulting and partnering with campus fundraisers. UDAR also handles a range of central activities and services encompassing events, communications, stewardship, prospect development, gift management, database management, and more.

The **Major Gifts** team within UDAR works to secure philanthropic support among University alumni, parents, and friends across a range of geographical regions with a focus on gifts in the \$100,000 - \$5 million range. Geographically, the regional areas of focus of the team are Southern California, the greater Bay Area/Northern California region, Texas and Florida, and the Northeast. There are 18 staff on the Major Gifts team, including one Deputy Director and three senior development directors in charge of each of the three regions, as well as gift officers and professional administrative staff.

Position Summary

This position is focused on major gift and principal level fundraising from alumni, parents, and friends on the East Coast, with a focus on the tri-state area and on behalf of all of campus.

The **Associate Director, New York Region** is an East Coast-based position with a focus on the tri-state region. This position will be a leader with a high degree of knowledge in the overall field and recognized expertise in fundraising. This position includes formulating fundraising strategies including planning, organizing, and directing complex large-scale fundraising strategies which include multiple components. These results have a major impact on the overall program goals and assignments and are typically at the major gifts level, including managing a portfolio of donors capable of giving gifts of

Associate Director (0462U), Major Gifts, New York
Region - 75402
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251599>

Downloaded On: Jan. 15, 2025 5:29am

Posted Jan. 14, 2025, set to expire May 13, 2025

\$250k+, with many solicitations focused on \$1M+. This position may attend functions, meetings, and serve on internal / external committees as a location representative. This position is expected to raise gift dollar amounts as established with an overall goal to achieve a minimum of \$1M, and actual goals will be determined based on the portfolio pipeline.

Application Review Date

The First Review Date for this job is: January 22, 2025

Responsibilities

- Develops and manages a dynamic portfolio of around 120 University prospects to identify, qualify, cultivate, solicit and steward prospective and current donors. Prospects may include alumni, parents, friends, and corporate and foundation prospects.
 - Plans, organizes, and directs large-scale, fundraising plans which include multiple campus and alumni stakeholders.
 - Writes proposals for solicitation of individual, corporate, and / or foundation prospects.
- Helps to manage and directly staff campus leadership travel including Chancellor, Vice Chancellors, Deans and Faculty.
 - May serve as an expert or lead development professional in a specific academic discipline on behalf of campus units.
- Ensures that predetermined fundraising goals are met and implements program activities to achieve these goals, with a minimum of \$1M raised annually.
 - Evaluates programs using data analyses and regional expertise, including planning and evaluating solicitation programs and making recommendations for improvements.
 - Results have a major impact on the overall goals of the program.
- Recruits key volunteers who assist in advancement efforts.
- May oversee the work of professional and support staff involved in the implementation of multi-component fundraising programs.
- May attend functions, meetings and serve on internal / external committees as a representative of the location.

Required Qualifications

- Minimum of three years of leadership level or major gift level fundraising experience, demonstrating advanced knowledge of all aspects of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques.
- Demonstrates and has experience using advanced working knowledge of all aspects of the tri-

Associate Director (0462U), Major Gifts, New York
Region - 75402
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251599>

Downloaded On: Jan. 15, 2025 5:29am

Posted Jan. 14, 2025, set to expire May 13, 2025

state region, including current issues of concern for both the campus and / or throughout higher education generally.

- Applies advanced working knowledge of public higher education institutions, its vision, mission, goals, objectives, achievements and infrastructure.
- Uses advanced working knowledge of applicable laws, rules, regulations, policies, etc.
- Advanced written, oral and interpersonal communication skills, including political acumen, to establish and maintain good working relationships throughout the organization and with outside constituencies.
- Ability to make persuasive and compelling presentations of goals and objectives for UC Berkeley in order to secure major philanthropic gifts.
- Advanced organizational, analytical and critical thinking skills, including skill in creative and effective decision-making and problem identification / avoidance / resolution, and strong project management skills.
- Very strong skills in maintaining confidentiality.

Education Level

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

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 \$123,000 - \$137,000, commensurate with experience.

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.

Associate Director (0462U), Major Gifts, New York
Region - 75402
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251599>

Downloaded On: Jan. 15, 2025 5:29am

Posted Jan. 14, 2025, set to expire May 13, 2025

- This position is exempt and paid monthly.
- This position is based 100% remotely, with a strong preference for being on the East Coast. Travel requirements are 20% of time. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities, department needs and travel expectations, and are subject to change.

Other Information

- This position is not eligible for Visa Sponsorship.

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.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)
[UC Anti-Discrimination Policy](#)



Associate Director (0462U), Major Gifts, New York
Region - 75402
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251599>

Downloaded On: Jan. 15, 2025 5:29am

Posted Jan. 14, 2025, set to expire May 13, 2025

[Abusive Conduct in the Workplace](#)

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/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

jeid-80d4b3e9b894034b8a71d398a70bbb36

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



Associate Director (0462U), Major Gifts, New York
Region - 75402
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251599>

Downloaded On: Jan. 15, 2025 5:29am

Posted Jan. 14, 2025, set to expire May 13, 2025

Contact

N/A

University of California, Berkeley

,