

Assistant Director of Development (7546U), Haas School
of Business - 76179
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252909>

Downloaded On: Feb. 22, 2025 2:36pm

Posted Feb. 10, 2025, set to expire Jun. 30, 2025

Job Title	Assistant Director of Development (7546U), Haas School of Business - 76179
Department	Haas School of Business
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 10, 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/5992014

Apply By Email

Job Description

Image not found or type unknown



Assistant Director of Development (7546U), Haas School of Business - 76179

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.



Assistant Director of Development (7546U), Haas School
of Business - 76179
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252909>

Downloaded On: Feb. 22, 2025 2:36pm

Posted Feb. 10, 2025, set to expire Jun. 30, 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

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 support of the school's students, faculty and programs. The Development team 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 43,000 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

Assistant Director of Development (7546U), Haas School
of Business - 76179
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252909>

Downloaded On: Feb. 22, 2025 2:36pm

Posted Feb. 10, 2025, set to expire Jun. 30, 2025

The First Review Date for this job is: 02/21/2025.

Responsibilities

The Assistant Director of Development works as an active partner across the frontline fundraising team within Development and Alumni Relations (DAR) at Berkeley Haas, specifically working to support principal and major gift stewardship and cultivation efforts. The role reports to the Executive Director of Development (EDD), with a dotted line reporting relationship to the Assistant Director of Donor Relations. This position plays a pivotal role in the success of the school's philanthropic efforts, serving primarily as a development writer, leading proposal development, bespoke reporting, and narrative-building to support our external fundraising work. This position also supports donor cultivation and stewardship engagement activities in partnership with and on behalf of gift officers, such as small donor events and meetings, through logistics coordination and preparation of presentations and meeting materials. This role has the opportunity to lead several initiatives and also provides critical administrative support for the broader frontline fundraising team at DAR, which comprises leadership, major, principal, and corporate giving, along with frontline support staff.

Fundraising Communications & Collateral

- Drafts customized donor proposals and bespoke reports in collaboration with gift officers.
- Writes and manages specialized Dean's donor acknowledgments to ensure timely and personalized stewardship for major and principal donors.
- Prepares meeting materials, including briefings, presentations, and other necessary documents.
- Drafts standardized development narrative documents to align talking points.
- Catalogs and maintains collateral materials in Google Drive for easy access and reference.

Event Coordination

Serves as a key development partner for donor events in collaboration with the events team by:

- Partnering with the Information, Systems, and Analytics and Prospect Development teams to create targeted invitation lists.
- Monitoring and analyzing RSVP responses.
- Coordinating gift officer outreach to prospects.
- Producing or providing input on event communications, including partnering with the Development Associate to create event lookbooks.
- Assists with post-event follow-up communication in collaboration with fundraisers.

Assistant Director of Development (7546U), Haas School
of Business - 76179
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252909>

Downloaded On: Feb. 22, 2025 2:36pm

Posted Feb. 10, 2025, set to expire Jun. 30, 2025

- Plans and coordinates logistics for small donor events (5-15 attendees), such as scholarship lunches.

Fundraising Operations

- Coordinates with gift officers to prepare regional trip itineraries, briefings, and donor recognition materials.
- Conducts mass uploads of contact reports after each regional trip.
- Manages the external Dean's donor communications email, ensuring timely and appropriate engagement with donors.
- Maintains calendar of Haas campus activities for the development team's reference.
- Maintains development partnership requests in collaboration with Development Associate.

Special Projects

- Partners with the Executive Director of Development to equip gift officers with the necessary resources to fundraise effectively, including maintaining key information on school priorities.
- Supports special projects aimed at advancing fundraising efforts at Haas.

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.

Assistant Director of Development (7546U), Haas School
of Business - 76179
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252909>

Downloaded On: Feb. 22, 2025 2:36pm

Posted Feb. 10, 2025, set to expire Jun. 30, 2025

Required Qualifications

- Excellent writing skills and ability to craft a compelling narrative.
- Demonstrated ability to apply excellent analytical and information management skills, including the ability to manage information using Microsoft Excel, Google Spreadsheets, and other tools.
- Exceptional written, oral, and interpersonal communication skills to establish and maintain good working relationships throughout the campus and with external constituencies.
- Excellent project management skills, and a working knowledge of project management tools, techniques, and systems. Experience leading projects with a wide array of stakeholders, and managing complex and at times competing deadlines.
- Strong organizational skills and demonstrated ability to manage multiple tasks and projects simultaneously, meet deadlines with minimal supervision, and proactively keep all collaborators informed of project progress.
- Strong computer skills (Google OfficeSuite, MS Word, Excel, Outlook) with a proven ability to learn new technical skills quickly and proficiently.
- Entrepreneurial, curious and creative.
- Sound judgement in situations requiring independent decision-making and in handling confidential and sensitive material.
- 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.

Education/Training:

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

Preferred Qualifications

- Minimum of 3 years of experience in marketing, fundraising, sales, public relations or other constituent-focused roles.
- Working knowledge or ability to quickly learn knowledge of the campus, its vision, mission, goals, objectives, achievements and infrastructure.

Assistant Director of Development (7546U), Haas School
of Business - 76179
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252909>

Downloaded On: Feb. 22, 2025 2:36pm

Posted Feb. 10, 2025, set to expire Jun. 30, 2025

- Experience conducting research, using and maintaining relational databases (familiarity with Salesforce a plus).
- Experience using Canva or Adobe Creative Cloud or other basic design programs.

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid biweekly at an hourly rate and is 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 hourly range that the University reasonably expects to pay for this position is \$34.77 - \$48.28.

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



Assistant Director of Development (7546U), Haas School
of Business - 76179
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252909>

Downloaded On: Feb. 22, 2025 2:36pm

Posted Feb. 10, 2025, set to expire Jun. 30, 2025

employment contingent upon successful completion of the background check.

Misconduct

SB 791 and AB 810 Misconduct Disclosure Requirement: 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](#)

[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](#).



Assistant Director of Development (7546U), Haas School
of Business - 76179
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252909>

Downloaded On: Feb. 22, 2025 2:36pm

Posted Feb. 10, 2025, set to expire Jun. 30, 2025

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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

,