Associate Director, Institutional Reporting (4958U)
University of California, Berkeley

Job Title	Associate Director, Institutional Reporting (4958U)
Department	University Development and Alumni Relations
Institution	University of California, Berkeley
	Berkeley, California
Date Posted	May 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement
	Computing/Informational Services
Apply Online Here	https://apptrkr.com/6231772
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Job Description	

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Associate Director, Institutional Reporting (4958U), University Development and Alumni Relations -

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.

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) strengthens Berkeley's excellence through engagement with alumni, parents, undergraduate and graduate students, and friends of the University, raising awareness about Berkeley's mission and increasing private philanthropy. UDAR provides overall direction for the campus philanthropic advancement strategies and works to strengthen donor-centric, coordinated, and transparent development efforts in partnership with campus fundraisers. The Division handles a range of central activities and services encompassing communications, stewardship, prospect development, data management, gift management, reporting and analytics, and more.

Advancement Operations develops and delivers the centralized business systems and services that support the work of UC Berkeley's 30 decentralized fundraising units-helping them collaborate and communicate in order to maximize their collective results. Advancement Operations also provides governance through its role as the official source of alumni and fundraising data and analytics.

The **Information Strategy and Analytics** team, within Advancement Operations, supports the strategic planning and operational effectiveness of key campus fundraising and alumni engagement programs. ISA is transforming how advancement teams across campus use information and analytic tools to drive strategies and operations. Information delivery and analysis is one of the most important components of Berkeley's shared success.

Position Overview

The **Associate Director, Institutional Reporting** plays a critical role in advancing UC Berkeley's fundraising and engagement strategies through expert-level data analysis and institutional reporting. With the heart of a business analyst and the advanced skills of a seasoned data analyst, this role supports UC Berkeley's official responses to surveys and information requests from the UC Office of the President, federal agencies, peer institutions, and industry groups. This position also contributes to the development of analytical tools that help guide strategic decision-making, increase supporter engagement, strengthen the donor pipeline, and improve operational efficiency. Working in close partnership with the Advancement Information Services (AIS) team, the Associate Director helps develop and maintain data and systems infrastructure that supports the seamless delivery of actionable insights. Success in this role requires strong collaboration with technical and business partners, a commitment to data quality, and a focus on shared outcomes.

Application Review Date

The First Review Date for this job is: May 29, 2025

Responsibilities

Institutional and Compliance Reporting

- Respond to mandatory compliance and other institutional reporting obligations, including surveys and information requests from UCOP (quarterly and annual reporting), the CASE Voluntary Support of Education (VSE) survey, CASE Alumni Engagement Metrics survey, US News & World Report survey, UCBF's Government Accounting Standards Board (GASB) reporting for our annual financial audits, Advancement Leadership Forum (ALF) data requests, Higher Education Act (HEA) Section 117, National Science Foundation (NSF) Federal Financial Disclosure Report, Public Records Act (PRA) requests, internal and external audits of donor and prospect data, and more.
- Ensure that we are compliant with all the reporting standards requirements from these various organizations.
- Document specifications and maintain a knowledge base of standards and best practices

Advanced Analytics

- Applies advanced skills to produce forecasts, analyses, reports, data sets, and recommendations to increase engagement and philanthropy.
- Synthesize information and disseminate results by producing informative reports, presentations,

and visualizations (e.g., dashboards and infographics).
- Evaluate availability and suitability of multiple complex datasets and ensure data integrity and accuracy.

Project Management

- Lead highly-complex business intelligence solutions and analytics projects; consult with campus advancement leaders and process owners to gather requirements, understand key business objectives, and develop sophisticated analytics-based solutions to improve fundraising processes. Works on large projects with many data streams.
- Participates on cross-functional teams to solve complex business, process, service and/or systems issues.

User Support and Adoption

- Promote the use of data-driven decision-making within the campus advancement community; develop and facilitate user training to ensure data adoption.
- Support the Cal Advancement Data Analytics (CADA) community of practice, ensuring our efforts are donor-centric, coordinated, transparent, and aligned around best practices (e.g., competence, ease of access, data accuracy, data integrity, and optimal performance of BI tools and processes).

Industry Benchmarking

- Conduct industry benchmarking analysis to identify leading practices, and performance or capability gaps. Develop and present quantitative business cases to managers and senior leaders.

Required Qualifications

- Minimum 3 years experience demonstrating in-depth knowledge of business intelligence functions, advanced analytics, industry standards and best practices.
- Minimum 3 years experience demonstrating advanced knowledge and skills in internal databases, BI applications, tools, and systems.
- Advanced critical thinking and problem-solving skills to manage highly-complex information, assess problems, and develop effective solutions.

- Excellent written and verbal communication skills with the ability to convey complex information in a clear, concise manner. Ability to produce and deliver presentations to diverse audiences.
- Excellent interpersonal skills for effective collaboration with managers, professional and technical staff.
- Ability to serve as a technical leader providing advice, counsel, and analysis on business intelligence issues.

Education Level

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

Preferred Qualifications

- 3+ years experience in higher education advancement.
- Advanced Tableau skills or equivalent visual business intelligence experience.
- Advanced organizational and project management skills.

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 $116,000 - $138,000, and is commensurate with experience, salary placement guidelines, and staff equity in UDAR and on the Berkeley campus.

- 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.

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Other Information

- This position is Bay Area-based and eligible for 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities, department needs and travel expectations, and are subject to change.
- This position is not eligible for Visa sponsorship.

How to Apply

To apply, please submit your resume and cover letter.

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

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
Abusive Conduct in the Workplace

Equal Employment Opportunity The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit
https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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