

Associate Director, Cash Giving, (4629U), Gift Services,  
University Development and Alumni Relations  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257729>

Downloaded On: Jun. 6, 2025 5:45pm

Posted Jun. 4, 2025, set to expire Jul. 1, 2025

**Job Title** Associate Director, Cash Giving, (4629U), Gift Services, University Development and Alumni Relations

**Department** University Development and Alumni Relations

**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jun. 4, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Financial Planning/Budget Management  
Development/Institutional Advancement

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**Job Description**

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**Associate Director, Cash Giving, (4629U), Gift Services, 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.



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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.

**Gift Services** is the office of record and receipts for gifts, pledges and payments for UC Berkeley and is the campus' delegated authority for internal financial and policy controls for gift processing. Philanthropy represents nearly half of the contributed income budget for the campus. Donors contribute via a variety of giving methods including check, credit card, electronic funds transfer, securities and cryptocurrency. Gift Services also provides support to units who do their own gift depositing and constituent management via shadow databases. All of the team's staff are responsible for providing excellent customer, transactional and functional service to donors and colleagues, and adhering to federal, state, industry, UC system and campus-wide practices, policies and protocols.

Gift Services is accountable for the entirety of the decentralized gift processing enterprise and is responsible for ensuring that standards for solicitation, collection and transmission of gift instruments and documentation are met by all campus departments and personnel.

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All Gift Services assignments involve research and analysis across a variety of financial transactions from intake to receipt, and require the application of specific protocol to ensure that donations are deposited to the correct fiduciary, credited legally, and allocated to giving funds per expressed donor intent. Some Gift Services assignments involve cashiering, data analysis, customer service, reporting, business writing and process health projects.

### **Position Overview**

This position provides advanced financial and accounting services for the Gift Services organization; it solves highly complex problems pertaining to gift, pledge and payment records and receipts for Berkeley. This position applies a wide range of expertise on advancement, campus, IRS, and cash handling policies and protocol to thousands of gifts on an annual basis. In addition to transactional work, the position ensures an advanced level of operational effectiveness within a dynamic advancement landscape by engaging in process improvement and ongoing partner and donor compliance collaboration and education. Associate Directors coordinate multiple cash or non-cash functions (e.g. workplace giving, EFT, gift intake, or adjustments) of high complexity, and supervise staff who support these functions.

The **Associate Director, Cash Giving** applies advanced knowledge of higher education advancement and governmental accounting concepts to resolve highly complex issues in acceptance and processing of philanthropic revenues in Gift Services. Acts as recognized campus expert in one or more functional areas of gift policy, best practices and workflows and represents Gift Services and UDAR as a key resource to campus advancement and financial community. Works regularly on complex and sensitive matters that establish new precedents, impact donor relations and stabilize intake and distribution of revenues to the campus. Works with a high degree of autonomy and accountability, exercising good judgment in deciding or establishing methods to obtain desired results. Supervises employees performing tasks in one or more key functions. Serves as subject matter expert for UDAR and campus-wide priority projects that impact or are impacted by their functional areas.

### **Application Review Date**

The First Review Date for this job is: June 17, 2025

### **Responsibilities**

#### **Financial Services Policy, Practice and Compliance Management**

- Performs and supervises staff who perform complex financial services tasks and controls related

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to acceptance and recording of philanthropic revenues. Examples include complex financial reconciliations of various electronic and physical inputs from multiple sources, resolving discrepancies between dollars and data received, and investigating issues.

- Applies knowledge of advancement and financial policy and practice to resolve complex and unique issues to maximize compliance, minimize risk and ensure revenues are recorded timely and accurately. Examples include recognition of quid-pro-quo situations, performing due diligence on unknown contributory sources and specialized accounting and reporting treatment for non-standard giving types and scenarios. Maintains accountability for one or more key functional areas in acceptance, recording and analysis of complex cash and non-cash gifts to Berkeley. Examples may include oversight of gifts of securities, property, digital currency, workplace giving programs, research support and EFT.
- Serves as the recognized campus expert in policy and best practices for solicitation and transmission of gift payments and data, as well as compliance with campus, federal and state policies. Keeps current with changes in law and best practice. Develops and delivers resources that train colleagues on philanthropic accounting concepts, policies and practices related to one or more complex functions.
- Applies advanced problem solving skills and good judgment regarding unique and sensitive gift matters that may require creativity or exceptions in order to facilitate impactful gifts to campus. Leads or provides guidance in problem solving discussions with advancement colleagues who have differing strategies, priorities or expertise in financial and fundraising matters.
- Conceives and develops internal and external-facing web and Google content that establishes new standards and precedents as necessary. Trains direct reports on tools and systems required to perform related tasks, such as CADS, Smartsheet, Berkeley Financial System Cashiers Deposit System, CalAnswers, funder portals, and check depositing software as needed.
- Periodically audits data, records, and procedures in order to find and clarify gaps in knowledge, locate errors, implement adjustments, and streamline work efforts.

### **Gift and Business Services Strategic Analysis and Development**

- Conceives, designs and implements new services, systems or practices or recommending changes to existing services to improve the donor experience, expedite flow of funds to ledger and reduce overall administrative waste. Informs and creates resources to train staff and campus colleagues on new or changed services or practices.
- In partnership with Gift Services senior management and business services analysts, conceives of and analyzes relevant metrics to assess health of related processes.
- Gathers, analyzes and summarizes financial transaction data to identify trends and highlight for senior leadership any opportunities for increasing revenue or reducing costs.

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- Assesses and anticipates resource allocation needs for one or more specialized functions and coordinates with other functional managers to reallocate staff or technical resources as needed.

### **Gift Services Operational Planning**

- Participates in development of Gift Services' annual strategic and operational planning efforts, including skill and knowledge refresher training.
- Convenes regularly with Gift Services leadership to provide updates, review priorities and coordinate resource planning.
- Contributes to process improvement projects as lead, innovator or engaged participant to maximize efficiency and accuracy gift management.
- Utilizes campus, UDAR and Gift Services strategic plans as guides in prioritizing efforts and team and individual goals.
- Supports Gift Services knowledge management by updating or creating resources or reference guides.
- Monitors personal effectiveness and seeks assistance and support when needed.

### **Synchronize Gift Services Mission, Vision, Values with UDAR Culture Commitments**

- Engages with colleagues and teammates per Berkeley's principles of community and Gift Services team-created values.
- Participates in building tools and facilitating discussions focused on UDAR and campus DEIBJ initiatives.

### **Professional Development within Finance Field and Job Family or Advancement Fields**

- Proactively seeks opportunities for development of skills, training, networking.
- Participates in goal-setting within the current coaching and evaluation framework.
- Utilizes industry, campus and team resources for expanding knowledge and skill set.

### **Required Qualifications**

- Minimum 3 years experience managing sensitive gift and donor data, preferably in a decentralized higher-education environment.

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- Demonstrated ability to solve complex and unique problems by assessing risk, understanding policy and using good judgment in determining whether exceptions are possible or worthwhile.
- Proficient leadership skills including facilitation, coaching, training, delegating and mentoring.
- Strong interpersonal skills, including effective verbal and written communication, mentoring, active listening, and demonstrated sound judgment in decision-making.
- Advanced knowledge of applicable financial or accounting concepts, policies and procedures, as well as related accounting and regulatory compliance requirements
- Thorough knowledge of Advancement operations, concepts and best practices.
- Analysis, attention to detail, research, problem-solving, and critical thinking.
- Excellent customer service skills (positive, helpful attitude and friendly demeanor) to be used when communicating with donors and colleagues in person, via telephone, and by email or other written communication.
- Demonstrated organizational skills and ability to hold oneself accountable to deadlines, collaborative projects, and work tasks.
- Ability to work effectively under pressure, handling large volumes of transactions while meeting deadlines.
- Ability to learn, analyze, interpret, enforce, and apply procedures and regulations.
- Adaptable; ability to thrive in a diverse environment committed to a continuous improvement mindset.
- Proficient with Microsoft Office, Google Suite, Smartsheet and common desktop/web applications.
- Computer skills to effectively work with large data sets, databases, online systems, and electronic communications.
- Successful completion of a background check is required.

### **Preferred Qualifications**

- Working knowledge of Cal Advancement Data System (CADS), the Cashiers Deposit System (CDS), Berkeley Financial System (BFS), campus-approved e-commerce gateways, and other tools and systems used in the broader advancement ecosystem.
- Working knowledge of Berkeley financial processes, policies and procedures.
- Working knowledge of Ellucian Advance Web Access and Business Objects Web Intelligence.
- Working knowledge of the Berkeley Financial System.
- Knowledge of Berkeley financial data management and reporting systems.

### **Education Level**

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

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## 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 \$93,000 - \$98,000, 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.

## Other Information

- This position is Bay Area-based and will be eligible for 30% remote work (initially with onsite work at 100%, tapering to 30% as trained). 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.

## Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the

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





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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

University of California, Berkeley

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