

Assistant/Associate Director
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258075>

Downloaded On: Jun. 12, 2025 7:22pm

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

Job Title Assistant/Associate Director
Department Donor Engagement & Data Analysis(6292U) 78788
Institution University of California, Berkeley
Berkeley, California

Date Posted Jun. 10, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Public Relations/Marketing
Development/Institutional Advancement

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Apply By Email

Job Description

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Assistant/Associate Director, Donor Engagement & Data Analysis(6292U) 78788

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

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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

The University of California, Berkeley seeks a development analyst to provide high-level, comprehensive operational and analytic support to the leadership giving officers within intercollegiate athletics.

This position is responsible for performing a wide range of duties to ensure smooth daily operations, effective administration, and clear communications. This person serves as a key administrative liaison for external and internal constituencies including alumni, donors, coaches, Cal Athletics Fund colleagues and athletics and campus leadership. This person works independently with minimal supervision in a fast-paced work environment of multiple and changing priorities and anticipates and resolves problems.

Application Review Date

The First Review Date for this job is: June 20, 2025

Responsibilities

EVENT COORDINATION

- Plans, organizes and implements fundraising and Cal alumni engagement events.
- Provides comprehensive decision-making and project management in executing donor events, including:
 - Tracking and implementing event deadlines

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- Partnering with Prospect Development to create invitation lists Monitoring and analyzing RSVPs
- Management of gift officer outreach to prospects
- Producing or providing input on event communications, including briefings for attending staff, invitations, follow up correspondence, and other collateral.
- Assists with follow-up communication for events with fundraisers and other partners Management of day-of volunteers and/or operational support staff.

DATA MANAGEMENT AND ANALYSIS

- Lead strategies to track and analyze results of development activities, solicitation assignments, regional activity and progress toward fundraising goals.
- Manages reporting on overall fundraising program results to internal and external constituencies.
- Recommends additional data collection and reporting requirements.
- Collaborates with Prospect Development, Advancement Information Management, and other colleagues to ensure that donor biographic and contact information remain up-to- date in the donor database.
- Ensures that all development activities are accurately recorded in the donor database.

PROGRAM OPERATIONS AND ADMINISTRATION

- Team lead for briefing materials and trip itineraries for athletic department leadership and coaches. This includes establishing internal and external deadlines, collaborating with Prospect Research staff and internal stakeholders, formatting and finalizing drafts, and compiling and sharing briefing materials.
- Management of proposals in conjunction with leadership giving officers based on prospect and donor interests.
- Collaborates with athletics and campus partners to ensure accurate presentation of giving opportunities.
- Drafts informational and marketing materials for review for assigned programs. Drafts correspondence and contact reports.
- Develops an in-depth knowledge of regional development activities and key donor and alumni stakeholders. Serves as a key representative for the region to both internal and external constituencies.
- Monitors and documents program activities for the region, maintaining regional internal and external event calendar and tracking athletic leadership and coaches travel.

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- Coordinates campus visits and tours for prospective and current donors. Proactively identifies opportunities to improve the operations of responsibilities managed.
- Coordinates work of support staff in meeting program deliverables and goals.
- Provides stewardship ideas and execution.
- Provides administrative support as needed.

Required Qualifications

- Thorough knowledge and understanding of concepts, principles and practices of event planning and public relations, including event design, organization and production.
- Ability to gain thorough knowledge of the campus, its vision, mission, programs, policies, achievements and infrastructure. Knowledge of University policies and procedures relating to the use of University facilities, event management and presentation.
- Demonstrates good judgment in making decisions and managing events. Skill in effectively meeting budget and time constraints.
- Demonstrated organizational and project management skills to work successfully with clients to produce high quality events that meet client needs and appropriately represent the campus for fundraising events. Skills to provide excellent donor stewardship.
- Highly developed interpersonal communication skills including political acumen and social perceptiveness. Excellent verbal and written communication skills to effectively communicate with diverse populations with competing priorities.
- Highly developed judgment, decision-making and problem recognition / avoidance / resolution skills, including skill in determining those issues / problems that need to be brought to management's attention.
- Knowledge of principles and practices of volunteer recruitment, supervision, motivation and evaluation.
- Proven ability to work on several tasks simultaneously. Skill at responding effectively to priorities and setting deadlines.
- Experience maintaining a high standard of productivity within a broad scope of responsibility despite frequent interruptions. Ability to complete large volume of diverse tasks efficiently, meeting established deadlines.
- Ability to effectively work with invited guests, donors, government officials and university VIPs.
- Knowledge of crowd management, crowd safety protocols, security and emergency procedures related to small, medium and large scale gatherings.
- Ability to give clear directives and use independent, rational judgment to make optimal decisions.
- Knowledge and skill to set and monitor work standards and protocols.
- 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 range that the University reasonably expects to pay for this position is \$72,600-\$85,000

- 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.

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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Misconduct Disclosure

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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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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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