

Associate Director of Development, Events & New  
Philanthropy  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258454>

Downloaded On: Jun. 19, 2025 11:54pm

Posted Jun. 19, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Associate Director of Development, Events & New Philanthropy
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 19, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Development/Institutional Advancement
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**Job Description**

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**Associate Director of Development, Events & New Philanthropy**

**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.

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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 Associate Director of Development, Events & New Philanthropy serves as a senior member of Cal Performance's development team and works to create strategies for and oversee the delivery of high-quality donor communications, engagement opportunities, and stewardship practices to ensure a robust donor pipeline that will provide ongoing and increasing support for Cal Performances as our patrons move through the audience and donor development continuum.

The Associate Director of Development, Events & New Philanthropy creates strategy for and oversees the implementation of successful fundraising and stewardship events, manages a team of development professionals, holds a select portfolio of donors and prospects, and interfaces with the Board of Trustees to support their growing fundraising activities.

### Application Review Date

The First Review Date for this job is: June 30, 2025

### Responsibilities

#### Fundraising & Events Management

- Through direct and team efforts, raise at least \$1M per year through special events and through actively managing a portfolio of donors and prospects.
- Manage stewardship and cultivation events and benefits for donors at all giving levels (\$1-\$1,499; \$1,500-\$10,000, and \$10,000+).
- Creates and executes plans to nurture and grow a dynamic pipeline of donors utilizing special events prospecting and individual discovery.

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- Personally cultivate and steward donors and prospects via attendance at performances and events, individual face-to-face meetings, telephone contact, and written communications, involving the Executive and Artistic Director, Chief Development Officer, and trustees when appropriate.
- Personally cultivate and net in-kind and corporate sponsorships for special events, in collaboration with the Director of Institutional Giving.
- Brief and prep the Executive and Artistic Director, CDO, Trustees, and other presenters for donor meetings, events, etc.
- Write persuasive solicitation letters, funding proposals, and presentations to individuals.
- Create and manage effective communications with the donors and prospects in the portfolio in order to maintain and build effective partnerships.
- Put forward and track progress towards income goals and expense projections.
- Partner with Trustees and volunteers to determine fundraising event strategies and directly involve them in the cultivation, solicitation, and stewardship process.
- As strategically viable, partner with colleagues in University Relations (or across the campus) on joint projects and/or solicitations that either introduce potential prospects to Cal Performances or bring qualified prospects to our performances, events, and through the moves management system.
- Serve as the primary liaison and lead organizer for Cal Performances' Special Events Committee; set meetings and agendas, send periodic communications, respond to committee members' needs, and reach out to less active members to increase their participation.
- Work collaboratively with the Special Event Committee to create a uniquely Cal Performances' annual gala that both supports our brand/visibility, as well as nets funds in support of our artistic and education programs.
- Create and manage revenue projections and expense budget for events that will generate approximately \$1M in contributed income and create a robust donor pipeline of new prospects. Partner with staff and Chief Development Officer to monitor results, adjusting the model as needed.
- Hire and supervise outside event staff including but not limited to designer, catering, lighting, rentals, student workers, and other key partners. Oversee the content creation and design of all print and online collateral such as invitations, direct solicitation materials, etc., and schedule, draft, and oversee the delivery of all necessary communications with attendees.
- Oversee staff to ensure timely and efficient management of all operational aspects of special event production, including all elements for which Cal Performances is responsible, such as check-in, running the auction and collecting pledges, etc.

**Team Management**

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- Supervise two full-time, direct reports. Provide ongoing support and oversight of personnel to ensure they can meet high performance standards and accomplish annual goals, foster their sense of ownership and job satisfaction, and facilitate their professional development.
- Using advanced fundraising concepts, plans, organizes, and directs complex, large-scale fundraising campaigns which include multiple components.
- Oversee staff to manage revenue projections and expense budget for Annual Giving, and qualify prospects in direct reports' and personal portfolios to net new gifts. Partner with the Chief Development Officer to monitor results and adjust the model as needed.
- Ensure team progress towards fundraising goals and expenses.
- Give presentations on progress and various program activities to the Executive and Artistic Director, CDO, Board of Trustees, subcommittees, and staff as needed.
- Ensure the team creates consistent and effective messaging throughout Cal Performances' Annual Giving vehicles, including but not limited to signage and marketing materials, and brochures.
- Support a team ethos of upgraded support and movement up the giving levels and the audience development continuum.
- In partnership with the Chief Development Officer, oversee the redesign and relaunch of the planned giving program in accordance with department and organizational priorities, including stewardship of current Legacy Society members, and the option for current donors to additionally support Cal Performances through planned gifts.

### Required Qualifications

- Bachelor's degree, or equivalent experience; Master's degree or equivalent experience preferred in relevant field.
- Minimum five years in progressively responsible roles in any area of development. Focus on special events and specifically prospect and cultivation events, giving circles, and fundraising galas is highly preferred.
- Previous supervisory experience overseeing full-time staff is required.
- Knowledge of fundraising principles, techniques, regulations, ethics, annual giving, donor cultivation, solicitation, and stewardship.
- Advanced knowledge of the performing arts preferred, appreciation for the arts and their role in the community required. Advanced knowledge of the Bay Area performing arts donor community is preferred.
- Experience with budget development.
- Ability to train, direct, supervise, support, and motivate staff.
- Advanced written, oral, and interpersonal communication skills, including political acumen, to establish and maintain good working relationships throughout the organization and with outside

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constituencies.

- 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.
- Polished public manner and proven ability to interact professionally and courteously with donors.
- Ability to work successfully with a diverse group of people, including board members, donors, volunteers, and staff.
- Excellent clerical and computer skills required, including proficiency with MS Word and Excel; working knowledge of Tessitura strongly preferred.
- Ability to work evenings and weekends as needed.
- Must be able to successfully pass a background check.
- Enjoy building on success, and relish opportunities to develop new strategies that improve outcomes and increase efficiency.
- Excited by an ambitious organizational vision.
- Supervisory/management experience preferred.
- Experience working in a setting with represented and non-represented workers is preferred.

### **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 that the University reasonably expects to pay for this position is \$109,200 to \$158,500.

### **How to Apply**

To apply, please submit your resume and cover letter.

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### **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](#)

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**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)

**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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