

Director of Alumni Relations (6300U) - School of
Information - 77584
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258675>

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Posted Jun. 25, 2025, set to expire Jul. 1, 2025

Job Title	Director of Alumni Relations (6300U) - School of Information - 77584
Department	School of Information
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 25, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Development/Institutional Advancement Alumni Relations
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Job Description

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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

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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

The School of Information (I School) advances knowledge and practice everywhere humans interact with digital technologies. Through interdisciplinary research and teaching we are committed to expanding access to information and to improving its usability, reliability, and credibility while preserving security and privacy. Our faculty conduct research in human-computer interaction (HCI), security and privacy, applied data science, and technology in developing regions.

We currently offer three professional master's degrees and an academic doctoral degree. Our Master of Information Management and Systems (MIMS) program trains students for careers as information professionals and emphasizes project-based learning. Our Master of Information and Data Science (MIDS) program is an online degree designed for working professionals with career goals in the emerging field of data science and is also offered in a 5th Year track for recent UC Berkeley graduates. The newly launched Master of Information and Cybersecurity (MICS), also offered online, offers a holistic approach to cybersecurity and prepares students for professional careers in cybersecurity. Our Ph.D. program equips scholars to develop solutions and shape policies that influence how people seek, use, and share information.

The Director of Alumni Relations is a key member of the External Relations team, tasked with designing and implementing activities associated with reaching, serving, and engaging external constituencies through programs, events, solicitations, and services. Constituencies include alumni, local community, government, parents, as well as the general public. The Director of Alumni Relations reports to the Assistant Dean of External Affairs and works in collaboration across the I School and in concert with partner units to understand and translate constituent needs and priorities into customized

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programs to create, enhance, and sustain relationships between the campus and its external constituencies. This position develops, implements, evaluates, and manages development programs and strategies to meet predetermined goals and objectives.

Application Review Date

The First Review Date for this job is: April 23, 2025 - Open Until Filled

Responsibilities

30% Strategy, Design, Goals, and Events:

- Creates and structures strategic engagement opportunities for alumni and external constituents to deepen their connection with the school and one another as well as bolster the long-term reputation of UC Berkeley's School of Information.
- Sets annual fund goals and priorities, designs activities and drives performance. Develops a leadership giving program to sustain the school.
- Works collaboratively with Assistant Dean of External Affairs on strategic planning, program development, performance analysis, volunteer management, staff development, marketing efforts, and logistics.
- Designs and executes I School alumni and fundraising programs, events and activities to grow our annual fund and leadership donor base, deliver exceptional customer service experiences, improve content knowledge and ambassadorship of the School, and serve to facilitate personal growth and connection within and among our alumni and donor community.
- Coordinates alumni involvement in short- and long-term volunteer roles (e.g. speaker, panelist, mentor, judge), working in close partnership with campus fundraisers to engage prospects and donors in engagement initiatives supporting I School units, student clubs, program offices, faculty, research centers and institutes.
- Cultivate, solicit, and steward leadership gift donors. Draft proposals for solicitations for individual and corporate prospects.
- Works closely with counterparts at University Development & Alumni Relations (UDAR) and the California Alumni Association.

25% Volunteer Engagement:

- Envisions, articulates, and implements plans for alumni and annual fund volunteer management.
- Responsible for recruiting, developing and stewarding volunteer leaders in support of alumni engagement and fundraising goals. Includes oversight and management of existing and new

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volunteer communities.

- Designs and collaboratively executes substantive programs for volunteer development, growth, performance, and retention. Identifies, develops, and markets volunteer opportunities to alumni. Fosters an effective volunteer environment evaluating and rewarding performance and leading the creation of annual goals and strategic objectives.
- Works closely with the Assistant Dean to recommend alumni leaders to play key roles in philanthropic, engagement, and stewardship activities.

15% Alumni Leadership:

- Identify and cultivate alumni volunteer and philanthropic leaders within and throughout the community.
- Train, manage and steward I School Ambassadors within the I School alumni and faculty community.

15% Administration and management:

- Provides collaborative budget administration.
- Supervises event and stewardship/operations personnel.
- Assesses and determines resource allocation for programs, events and engagement opportunities, on-campus and away from campus including travel to alumni and donors.

5% Alumni Contact and Data Integrity:

- Collaborate with Marketing and Communication to contribute content to alumni messaging.
- Oversee alumni, donor, and friend contact and career information for greatest engagement opportunities
- Serve as CADS expert within the I School community.

5% School and Campus Leadership:

- Fosters strategic partnerships with units across campus as well as counterparts in corporate partnerships.
- Represents the interests of graduating students and alumni at university and I School meetings.
- Serves on committees representing Development & Alumni Relations, participating in short- and long-term planning.

5% Professional Development

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Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- 5-10 years in Development and Alumni Relations or related field.
- Solid knowledge of the campus' and the I School's vision, goals, objectives, achievements, infrastructure, policies, and programs
- Excellent project management skills, including skills to lead, direct, mentor, evaluate and motivate staff and volunteers.
- Demonstrated ability to build and maintain effective working relationships with all levels of internal and external constituencies, including diverse constituents from historically marginalized communities.
- Demonstrated organizational, strategic planning and event planning skills.
- Solid knowledge of organizational concepts and principles associated with managing a customer-service based program and demonstrated persuasive writing and marketing communication skills.
- Advanced written, verbal and interpersonal communication skills, including political acumen.
- Excellent negotiation skills and skills in problem recognition/avoidance/resolution.
- Demonstrated ability to engage and develop diverse constituencies and a commitment to diversity, inclusion, and cultural awareness through actions, interactions, and communications with others.
- Solid skills to effectively and appropriately represent and advocate for the campus with a variety of diverse groups.

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

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\$88,900 to \$126,400 yearly (\$7,408.33 to \$10,533.33 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

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/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.

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The [University of California's Affirmative Action policy](#).

The [University of California's Anti-Discrimination policy](#).

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

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