

Stewardship Communications Manager (6300U), Fund  
Stewardship and Compliance - 80498  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261831>

Downloaded On: Aug. 30, 2025 1:46am

Posted Aug. 29, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Stewardship Communications Manager (6300U), Fund Stewardship and Compliance - 80498
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 29, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Public Relations/Marketing Development/Institutional Advancement Admissions/Financial Aid Student Affairs
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**Job Description**

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**Stewardship Communications Manager (6300U), Fund Stewardship and Compliance - 80498**

**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 public awareness about Berkeley and increasing private philanthropy. UDAR provides overall direction for the campus' philanthropic advancement strategies and works to strengthen unit development in partnership with campus fundraisers. UDAR handles a range of central activities and services encompassing communications, stewardship, prospect development, and gift management.

Fund Stewardship and Compliance within UDAR is responsible for accepting all gifts to Berkeley, writing and approving all gift agreements, administering all gift funds (approximately 10,000), working with the campus to understand and spend gift funds, and, most importantly, managing campus-wide stewardship reporting for endowed funds, which provide narrative and financial reports to thousands of donors each year. The UDAR Fund Stewardship team communicates the impact of endowment giving at Berkeley by creating stewardship reports that inform and inspire some of Berkeley's most generous donors.

## Position Summary

Reporting to the Associate Director of Fund Stewardship & Compliance, the Stewardship Communications Manager is responsible for supporting the execution of a campus-wide, centralized scholarship and fellowship impact reporting program. Responsibilities include project management,

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working with constituents in UDAR and across campus to gather student data and deliver reports, communicating with students to collect their stories, organizing student data, and writing/editing content for donor stewardship reports that communicate the impact of student support.

### Application Review Date

The First Review Date for this job is: 09/09/2025.

### Responsibilities

- Manages the reporting process for schools and colleges that are assigned from start to finish.
- Analyzes data related to the donors of scholarships and fellowships and student awardees and communicates data to colleagues across campus, in addition to working with colleagues to ensure data integrity and that the appropriate individuals are receiving reports.
- Manages communications with a large number of students to gather their personalized impact statements and edit these narratives to develop impact reports.
- Creates large batches of impact reports at scale using large dataset merges in Smartsheet, Google Sheets, Microsoft Excel, Microsoft Word, and Google Docs.
- Translates the needs and priorities of fundraising and administrative colleagues, as well as students, to develop customized narrative impact reports that enhance and sustain relationships between the campus and its donors.
- Manages donor data for efficient and correct electronic and mail delivery of impact reports.
- Ensures that impact reports reflect the editorial and design standards of the campus.
- Oversees the work of student assistants who aid in data entry and impact report creation.

### Required Qualifications

- Advanced knowledge of and/or ability to learn the campus, its vision, mission, goals, objectives, achievements, issues of concern, and infrastructure.
- Advanced knowledge of and/or ability to learn the assigned area of responsibility: the campus's endowment and its support of faculty.
- Advanced knowledge of issues of concern in higher education.
- Advanced knowledge of practices and procedures associated with building and maintaining effective working relationships with all levels of internal and external constituencies.
- Advanced written, verbal, and interpersonal communication skills, including producing information that is appropriately presented and effectively received by target constituencies.
- Active listening skills, including advanced critical thinking and analytical skills.

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- Skill to recognize potential areas of constituency concern and address, resolve, and/or mitigate problems or issues.
- Advanced project management skills, including skills to implement successful stewardship reporting for multiple constituencies on different timelines.
- Must be proficient in data systems, management, and analysis.
- Must be proficient in the use of Microsoft Office, Google Suite, and common desktop/web applications.
- Must be proficient in Excel or Google Sheets, including using formulas and working with large data sets.

### 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 annual salary range that the University reasonably expects to pay for this position is \$93,000.00 - \$108,000.00, commensurate with experience.

- This is an exempt monthly-paid position.

### How to Apply

- To apply, please submit your resume and cover letter.

### Other Information

- This is not a visa opportunity.

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- This position is eligible for up to 80% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### **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.

SB 791 and AB 810 Misconduct Disclosure Requirement: 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

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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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