

Operations Director, Major Gifts (7378C), University
Development and Alumni Relations - 80798
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262425>

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| Job Title | Operations Director, Major Gifts (7378C), University Development and Alumni Relations - 80798 |
| Department | University Development and Alumni Relations |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Sep. 12, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Director/Manager |
| Academic Field(s) | Development/Institutional Advancement Alumni Relations |
| Apply Online Here | https://apptrkr.com/6560919 |

Apply By Email

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

University Development and Alumni Relations (UDAR), increases support for and enhances knowledge of UC Berkeley through communications, public outreach, and fundraising. UDAR is responsible for fundraising and donor engagement, and works to strengthen unit development offices by consulting and partnering with campus fundraisers. UDAR also handles a range of central activities and services encompassing events, communications, stewardship, prospect development, gift management, database management, and more.

The Major Gifts team within UDAR works to secure philanthropic support among University alumni, parents, and friends across a range of geographical regions with a focus on gifts in the \$100,000 to \$10 million range. Geographically, the regional areas of focus are Southern California, the Greater Bay Area, and the East Coast. There are 18 staff on the Major Gifts team including one deputy director and two senior directors who oversee each of the three regions, as well as gift officers and professional administrative staff.

Position Summary

As an advanced administrative professional, the Operations Director ensures that the UDAR Major Gifts team operates more efficiently and effectively, by conducting strategic analysis, project managing the Chancellor's Councils, and leading Major Gifts team culture initiatives. This is a leadership role that involves managing and performing administrative services with a focus on analysis, long and short-range planning efforts and streamlined integration and collaboration with adjacent departments. This

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position also provides leadership with respect to diversity, equity, inclusion, belonging and justice while serving as the team's ambassador and liaison in this arena. Project management of the three regional Chancellor's Councils is a key part of the role, due to the high-profile nature of the volunteers and donors based in Southern California, the East Coast and Asia.

Application Review Date

The First Review Date for this job is: 09/23/2025.

Responsibilities

- Project-manage the three regional Chancellor's Councils, which includes meeting preparation, communication development and close collaboration with the Chancellor's Office for our top regional donors and volunteers in Asia, Southern California and on the East Coast. Interface directly with Council members regularly.
- Manage, plan, and administer a full range of administrative operations for the Major Gifts team.
- Administrative operations may include coordinating with adjacent teams to streamline internal processes and supporting human resources related projects.
- Infuse Diversity, Equity, Inclusion, Belonging and Justice into the Major Gifts team's work and help build a strong culture of belonging and cohesion.
- Prepare and implement short- and long-range plans.
- Take the lead on driving forward student scholarship stewardship experiences for major donors in gift officer portfolios.
- Independently investigate and implement new pilot opportunities based on the emerging needs of the department.
- Prepare Chancellorial donor visit briefings.
- Independently drive forward and provide analysis for highly complex projects.
- Projects may include producing reports after in-depth analysis of major events, assessments of current fundraising practices and explaining or interpreting the ROI for key cross functional initiatives.
- Serve on the departmental management team and provide strategic advice and guidance to the Executive Director.

Required Qualifications

- Minimum five years of experience serving as an advanced administrative operation professional.
- Minimum five years of experience demonstrating advanced knowledge of fundraising, donor

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relations, and public relations concepts, principles, procedures, and techniques.

- Advanced interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Advanced knowledge of common computer application programs and databases.
- Ability to use discretion and maintain confidentiality.
- Advanced skills in short- and long-term strategic planning, analysis, problem-solving and customer service.
- Ability to breakdown complex systems and protocols into digestible pieces for key decision makers and stakeholders.
- Exceptional project management skills.
- Ability to independently research best practices in a variety of arenas and introduce and adapt those ideas to achieve team goals.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Demonstrated entrepreneurial orientation, including a willingness to question the status quo and thoughtfully pilot new approaches or processes.

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 \$115,000.00 - \$130,000.00.

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- This is an exempt monthly-paid position.

How to Apply

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

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.
- This position is eligible for up to 100% 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.

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"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

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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