

Senior Analyst, Principal Gifts and Strategic Initiatives
(7547U)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=125464>

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Posted Jul. 10, 2019, removed Aug. 26, 2019

Job Title	Senior Analyst, Principal Gifts and Strategic Initiatives (7547U)
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 10, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Institutional Advancement
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Job Description

About Berkeley

The University of California, Berkeley, is among the world's preeminent teaching and research institutions, consistently ranked as the number one public university in the world. Since 1868, Berkeley has generated unparalleled intellectual, economic and social value in California, the U.S., and the world. Its excellence, combined with an ethos of academic, political, and cultural openness and inclusiveness, make it unique among academic institutions.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

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Application Review Date

The First Review Date for this job is: July 17, 2019

Departmental Overview

University Development and Alumni Relations (UDAR) helps build 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's philanthropic advancement strategies and works to strengthen unit development in partnership with campus fundraisers. It handles a range of central activities and services encompassing communications, donor stewardship, prospect development, gift management, and more.

Principal Gifts and Strategic Initiatives:

Within UDAR, the Principal Gifts and Strategic Initiatives (PGSI) team works with members of the campus community to maximize complex, life-long relationships between principal gift donors and Berkeley. We assist Berkeley's Chancellor and other campus leaders in engaging these individuals as partners, according to their interests and expertise, with the university's mission and priorities. By doing so, we help the world's leading philanthropists achieve their dreams through partnerships with the University, and we help make Berkeley's highest aspirations possible.

Last year, Berkeley raised a record \$569 million in private support from 108,000 individual gifts. As we look to the future and a new campaign, it is now more important than ever to build life-long relationships with alumni and friends who have the passion, dedication, and capacity to make a transformational impact at Berkeley. This position will be part of, and help support, a high-performing team of fundraisers and development professionals who will play a vital role in the success of the campaign.

As a member of the Principal Gifts and Strategic Initiatives team, the Senior Analyst will provide key analytic, project management, and strategic writing support for the PGSI team. Within that team, the Senior Analyst will be part of the PGSI Donor Relations team, the professionals who support the PGSI frontline fundraisers and other leaders in UDAR in advancing relationships with and engaging philanthropy from high net-worth prospective donors. This position will report to the PGSI Donor Relations director and work under strategic leadership of the PGSI Executive Directors and Assistant Vice Chancellor.

The Senior Analyst will operate independently and as an integral member of a team, while taking on a variety of assigned tasks and projects as a partner in building and advancing donors' relationships with

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the campus. This work requires active, thorough research, rapid acquisition of knowledge about donors/prospective donors and campus programs and priorities, and the ability to adopt a donor-centric perspective and think critically about how best to advance fundraising priorities within a complex institution.

Responsibilities

Prospect Advancement Support:

- Assist in execution of prospect/donor strategies for cultivation, proposal development, solicitation, and stewardship, and serve as strategic thought partner for PGSI gift officers and PGSI team leadership.
- Track on and be knowledgeable about strategies, current engagements and next steps for prospects in the PGSI pipeline, including using the campus donor database to track prospect strategies and steps.

Strategic Communication:

- Draft and edit a range of high-quality, custom materials important to advancing relationships with high-level donors and prospects. These may include proposals, briefings for donor meetings, talking points, stewardship reports and materials, presentations, and draft correspondence on behalf of Berkeley's Chancellor, the Vice Chancellor for UDAR, and other campus leaders.
- Ensure accuracy of all written pieces.
- Analyze and synthesize knowledge on donors and campus priorities, attending closely to donors' interests.
- Conduct informal prospect research; summarize and prepare background information.
- Produce accurate summary analysis of donor giving histories with attentiveness to how donors view the story of their own philanthropy.
- Support preparation and follow-up for events and individual prospect/donor meetings with senior development staff, faculty and academic leaders.
- May interact with donors in person, by phone and/or written communication, as needed.

Project Management:

- Engage partnership of colleagues on UDAR's Marketing and Communications team to produce custom communications including proposals and stewardship materials, managing these projects from inception to timely completion.
- Help plan and execute donor visits and small events that advance strategic priorities.
- Develop invitation lists, plan programming in consultation with PGSI fundraisers and team leadership, manage logistics and follow-up.

Required Qualifications

This position will be best suited for an individual who has 3-5 years of development experience, preferably in individual giving and/or academic/university experience, and who is looking to become more integrated with the strategic elements of principal gifts fundraising. Particular skills and qualities

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include:

- Strong analytical and critical thinking skills; ability to think strategically about donor engagement at the highest level.
- Excellent writing and research skills, including ability to make complex information clear and accessible for multiple audiences and shape it for specific purposes; logical and readable organization; proficiency with grammar, syntax, style and punctuation.
- Outstanding organizational and project management skills; exceptional attention to detail and follow-through.
- Knowledge of/experience with conducting research and analysis through databases/online information systems.
- Proficiency with Excel, PowerPoint, Word and other relevant software.
- Excellent oral and interpersonal communications skills, including political acumen and active listening, to build and maintain effective working relationships at all organizational levels within UDAR and across the campus.
- Ability and flexibility to act as a member of a cross-functional team.
- Knowledge of fundraising and donor relations concepts, principles, and practices.
- Knowledge of the UC Berkeley campus or experience in a complex, multi-disciplinary environment.
- Strong professional integrity, intellectual curiosity, and an exemplary ability to collaborate across teams.
- Ability to work efficiently, set priorities among multiple tasks, meet deadlines, and achieve goals.
- Tact, discretion, and sound judgement, including in handling confidential information.

Education/Training:

- Bachelor's degree and/or equivalent experience/training.

Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience.

For information on the comprehensive benefits package offered by the University visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Contact Information



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Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

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