

Development Associate (7547U) 2360 - 2360  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=132337>

Downloaded On: Jan. 23, 2020 8:23pm

Posted Oct. 25, 2019, set to expire Feb. 21, 2020

<b>Job Title</b>	Development Associate (7547U) 2360 - 2360
<b>Department</b>	N/A
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 25, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory Institutional Advancement Alumni Relations
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1680116">https://apptrkr.com/1680116</a>

**Apply By Email**

**Job Description**

Development Associate (7547U) 2360 - 2360

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptanceacademic and artistic, political and culturalmake it a very special place for students, faculty and staff.

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

Development Associate (7547U) 2360 - 2360  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=132337>

Downloaded On: Jan. 23, 2020 8:23pm

Posted Oct. 25, 2019, set to expire Feb. 21, 2020

position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at [\[url=https://apptrkr.com/get\\_redirect.php?id=1680116&targetURL=http://jobs.berkeley.edu/why-berkeley.html\]](https://apptrkr.com/get_redirect.php?id=1680116&targetURL=http://jobs.berkeley.edu/why-berkeley.html)<http://jobs.berkeley.edu/why-berkeley.html>.

#### Application Review Date

Position will remain open until filled.

#### Departmental Overview

The Office of the Vice Chancellor for Research (VCRO) facilitates interdisciplinary research across the university with a focus on supporting overall research excellence and new emerging ideas as well as the most promising approaches to innovation and entrepreneurship. We are seeking a Development Associate to be part of the VCRO development and external relations team. The Development Associate will report to the Senior Director for Development and will work in close collaboration with fundraisers and administrators in many campus units.

The Office of the Vice Chancellor for Research has overall managerial responsibility for Berkeley's research enterprise. It seeks to maintain a research environment that fosters creativity, collaboration and community. Its specific goals are to provide effective support for campus-wide research efforts; to advocate for research needs and resources; and to maximize the benefits of Berkeley's research to the scholarly community and the general public. In support of these goals, the Office of the Vice Chancellor for Research oversees over fifty research institutes, centers, museums, and field stations; administers the flow of research funding to the Berkeley campus; ensures the compliance of campus research with federal, state and university regulations; and facilitates relations between University researchers and private industry that include tech transfer as well as innovation and entrepreneurship programs.

#### Responsibilities

The Development Associate performs a variety of high-level tasks in support of VCRO fundraising programs. S/he is responsible for a comprehensive stewardship program and provides support for prospect and donor meetings; identifying and researching the background of potential prospects, developing additional information on targeted prospects, and tracking prospect and donor moves in the campus-wide development database. The Development Associate also creates and maintains publicity and outreach materials (web-based and in print) that highlight the breadth and depth of UC Berkeley's research programs. These activities support the cultivation and solicitation of donors capable of making significant gifts to UC Berkeley. The Development Associate will work in close collaboration with

Development Associate (7547U) 2360 - 2360  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=132337>

Downloaded On: Jan. 23, 2020 8:23pm

Posted Oct. 25, 2019, set to expire Feb. 21, 2020

colleagues across the campus as well as in University Development and Alumni Relations (UDAR).

#### Stewardship

- \* Oversees stewardship program for donors to campus research centers and institutes and maintains records of donor stewardship mailings and contacts;
- \* Reviews routine gift documentation;
- \* Handles special projects/assignments involving interactions with alumni volunteers and donors.

#### Major Gift Prospect and Donor Research

- \* Conducts research on alumni, friends, corporations, and foundations to identify prospects;
- \* Helps maintain and develop a pool of potential major gift prospects through queries and reports using the campus-wide donor database;
- \* Compiles short lists of qualified prospects and conducts targeted, in depth, research on selected individuals who are on a tight solicitation track;
- \* Works with UDAR prospect research group and corporate and foundation research group to request more detailed research on major donors with significant giving capacity and track activities.

#### Reporting

- \* Develops and maintains reports, providing basic analysis of program trends, and short and long range results;
- \* Runs reports from campus-wide database in support of prospect research, events planning and prospect management;
- \* Data entry and updates to campus-wide fundraising database, event follow up, or generated through any fundraising activity;

#### Publicity/Outreach

- \* Helps develop informational and marketing materials - both in print and for web publication;
- \* Assists with updates and maintenance of outreach and fundraising materials;
- \* Manages print production of invitations, brochures etc.

Development Associate (7547U) 2360 - 2360  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=132337>

Downloaded On: Jan. 23, 2020 8:23pm

Posted Oct. 25, 2019, set to expire Feb. 21, 2020

### Fundraising and Outreach Event Coordination

- \* Plans and executes event logistics including program planning and scheduling, invitation development and distribution;
- \* Receives RSVPs and manages attendance lists;
- \* Compiles meeting packages to support donor cultivation and solicitation, including agendas, talking points, donor briefings, etc. as required;
- \* Gathers follow-up actions from attendees and helps to coordinate follow-up, as appropriate;
- \* Attends events to ensure smooth event implementation.

### Required Qualifications

- \* Strong research and analytical abilities
- \* Excellent oral and written communication skills
- \* Excellent interpersonal skills with the ability to interact diplomatically with diverse groups and the ability to establish and maintain effective working relationships
- \* Demonstrated skills in fundraising, gift and donor research
- \* Strong organizational skills and demonstrated ability to prioritize, exercise initiative, perseverance and sound judgment
- \* Excellent computer skills with proficiency in word processing, spreadsheets, graphic design and online applications
- \* Experience in creating, maintaining and updating outreach and publicity materials, including graphic design
- \* Experience working in a fast-paced environment while maintaining excellent attention to detail
- \* Demonstrated ability to maintain strict confidentiality
- \* Available to attend occasional evening or weekend events
- \* Flexibility to accept responsibilities and assignments and to handle them thoroughly
- \* Bachelor's degree in related area and/or equivalent experience/training

### Preferred Qualifications

- \* Familiarity with campus-wide development database (CADS) desired

Development Associate (7547U) 2360 - 2360  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=132337>

Downloaded On: Jan. 23, 2020 8:23pm

Posted Oct. 25, 2019, set to expire Feb. 21, 2020

### Salary & Benefits

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

[url=https://apptrkr.com/get\_redirect.php?id=1680116&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]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.

### 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.

### 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 see:

[url=https://apptrkr.com/get\_redirect.php?id=1680116&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get\_redirect.php?id=1680116&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1680116]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

### Contact Information

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

Please see the job description for contact details



Development Associate (7547U) 2360 - 2360  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=132337>

Downloaded On: Jan. 23, 2020 8:23pm

Posted Oct. 25, 2019, set to expire Feb. 21, 2020

pertaining to this university job announcement.