

Development Officer, Student Experience & Diversity
(7547U)
University of California Berkeley

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Posted Nov. 20, 2019, removed Feb. 24, 2020

Job Title	Development Officer, Student Experience & Diversity (7547U)
Department	University Development and Alumni Relations
Institution	University of California Berkeley Berkeley, California
Date Posted	Nov. 20, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement Alumni Relations Student Services
Apply Online Here	https://apptrkr.com/1716879

Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [\[url=https://apptrkr.com/get_redirect.php?id=1716879&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1716879&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=1716879&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1716879&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=1716879&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1716879&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)our Strategic Plan.

Application Review Date

The First Review Date for this job is: December 3, 2019

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's philanthropic advancement strategies and works to strengthen unit development in partnership with campus fundraisers. The Division handles a range of central activities and services encompassing communications, stewardship, prospect development, gift management, and more.

The Student Experience and Diversity (SED) philanthropy program within UDAR is designed to raise funds and provide meaningful opportunities for alumni, parents, and friends to contribute philanthropically to the success of Berkeley students and the advancement of educational equity. The

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Student Experience and Diversity philanthropy program raises funds in support of student aid, co-curricular activities, diversity, equity and inclusion. Largely focused on major gift fundraising, the SED team supports the core fundraising priorities of the divisions of Equity & Inclusion, Student Affairs, and Undergraduate Education.

Responsibilities

Under the general supervision of the Director of Development, the Development Officer will implement plans for growing the major gifts pipeline via donor and prospect visits. This fundraising professional will strategically qualify, cultivate, solicit and steward major gift prospects and donors to increase gifts to support SED priorities. With an emphasis on prospect qualification, the Development Officer will focus on managing a portfolio of at least 100 individuals and entities with the capacity to give \$25,000 or more. The Development Officer is expected to conduct 130+ in person visits and/or substantive phone calls per year with an average of 12-15 visits a month resulting in 25-50 gifts solicited per year.

Expanding Major Gift Pipeline:

* In collaboration with Prospect Development, analyzes and synthesizes information from various sources to determine relevant characteristics of major gifts prospects.

* Maintains a dynamic portfolio of high-level annual fund prospects and emerging major gift prospects (primarily individuals, with some corporate/foundation entities), with the capacity to give \$25,000 or more.

* Identify, cultivate, solicit and steward annual leadership and major gift prospects and donors. Makes 130-160 in person visits and/or substantive phone calls per year with an average of 12-15 visits a month.

* In collaboration with Prospect Development and SED colleagues, identify and prioritize prospects for

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outreach.

- * Cycles prospects in and out of the portfolio annually, qualifying them into or out of the pipeline and assessing their inclination for giving to SED priorities or other campus areas.

- * Develops short and long range donor engagement strategies.

- * Partners with divisional program leads and UDAR/SED staff to develop strategies.

- * Supports SED annual and long term fundraising goals; ensures that predetermined fundraising goals are met.

- * Qualify prospects and solicits 25-50 gifts per year.

Donor Stewardship:

- * Partners with SED Stewardship and Scholarship Program Analyst on stewardship strategies.

- * Interacts with donors in person, by phone and/or written communication.

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* Attends events and meetings as appropriate.

* Informs collateral material development by engaging donors as profile subjects and tracking interactions with SED divisions.

Required Qualifications

* Working knowledge of fundraising, donor relations and public relations concepts, principles, techniques, procedures and practices.

* 2-5 years professional experience in direct fundraising or client facing role.

* Working knowledge of the campus and SED program, including its vision, mission, goals, objectives, achievements and infrastructure and/or ability to learn.

* Ability to work within a campus/multi-pronged organizational structure.

* Demonstrated ability to engage, develop and fund-raise with diverse constituencies.

* Good written, oral and interpersonal communication skills, including political acumen, to establish and maintain effective working relationships and with outside constituencies.

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- * Good organizational, analytical and critical thinking skills.

- * Maintain confidentiality.

- * Ability to prioritize tasks, working toward shared common goals.

- * Availability to travel and to work evenings and/or weekends for events.

Education/Training:

- * Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- * Experience in higher education.

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:

[url=https://apptrkr.com/get_redirect.php?id=1716879&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply



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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=1716879&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=1716879&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1716879]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.

Contact

N/A

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