

Assistant Athletics Director, Donor Engagement (6301U) -
3558
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=134979>

Downloaded On: Apr. 7, 2020 12:23pm

Posted Dec. 13, 2019, removed Mar. 20, 2020

Job Title	Assistant Athletics Director, Donor Engagement (6301U) - 3558
Department	
Institution	University of California Berkeley Berkeley, California
Date Posted	Dec. 13, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Athletics and Recreation Services
Apply Online Here	https://apptrkr.com/1740596

Apply By Email

Job Description

Assistant Athletics Director, Donor Engagement (6301U) - 3558
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 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

Assistant Athletics Director, Donor Engagement (6301U) -
3558
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=134979>

Downloaded On: Apr. 7, 2020 12:23pm

Posted Dec. 13, 2019, removed Mar. 20, 2020

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 [\[url=https://apptrkr.com/get_redirect.php?id=1740596&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1740596&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=1740596&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1740596&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=1740596&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1740596&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)our Strategic Plan.

Application Review Date

The First Review Date for this job is: December 30, 2019

Departmental Overview

The Department of Intercollegiate Athletics consists of more than 275 staff members and coaches and sponsors 30 varsity sports programs. These 30 programs include more than 850 student-athletes who participate in the various sports programs annually within the National Collegiate Athletics Association (NCAA). We are currently seeking an Assistant Athletics Director, Donor Engagement who will work within the department's development unit.

The Cal Athletics Fund is the fundraising and alumni relations arm of UC Berkeley's Intercollegiate Athletics Department, Cal Athletics. Reporting to the Chief Development Officer, the Assistant Athletics Director leads and oversees the donor engagement team within the Cal Athletics Fund. This team is made up of five staff members whose focus is on the areas of communications, direct response marketing, donor hospitality, special events and stewardship. The Assistant Athletics Director ensures strategy and synergy is created among these areas and is responsible for the day to day management of the support structure critical to raising funds for the Cal Athletics department.

Responsibilities

Assistant Athletics Director, Donor Engagement (6301U) -
3558
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=134979>

Downloaded On: Apr. 7, 2020 12:23pm

Posted Dec. 13, 2019, removed Mar. 20, 2020

- * Leads, mentors and supervises staff members who are responsible for communications, donor hospitality, special events and stewardship.
- * Drives the Development office's external communications program and helps ensure information on all platforms (web, email, direct mail, social, etc.) is consistent with the mission and representative of the Cal Athletics brand.
- * Manages a team of special events staff who produce a variety of small to large fundraising and alumni engagement events.
- * Final decision maker when allocating resources and budget to differing event priorities in order to build out an annual event plan.
- * Develops and executes stewardship strategies.
- * Oversees complex gift acknowledgement program, donor recognition, benefits fulfillment as well as the creation of creative opportunities to thank leadership level donors.
- * Oversees report preparation, pledge reminders, data documentation, proposal development, and various other fundamental internal support activities.
- * Works in collaboration with University Development and Alumni Relations (UDAR) staff to manage all needs supporting athletics development operations efforts.
- * Serves as the point person to provide service and answer questions regarding donor recognition and benefits.
- * Liaisons with UDAR's Direct Response Marketing team to produce quarterly solicitations that are in line with the Cal Athletics Fund's priorities and brand.
- * Analyzes and implements programs/services that enhance and improve processes and protocols within the Cal Athletics Fund.
- * Implements campus and industry best practices to ensure programmatic excellence.

Required Qualifications

Experience in a development office or non-profit setting.

- * 3+ years managing full-time staff. Must have proven skills to lead, direct, mentor, evaluate and motivate staff.
- * Experience in managing successful programs and staff in the areas of philanthropic communications, appeals, stewardship, and/or special events.
- * Strong skills and experience in project management.
- * Highly developed interpersonal communication skills.
- * Excellent writing, editing and proofreading skills.
- * Thorough knowledge of basic concepts, principles, and procedures of building and maintaining effective relations with internal and external constituencies.
- * Strong service orientation, attention to detail, critical thinking, ability to multi-task in a high volume environment and organizational skills.
- * Working knowledge of fundraising, donor and public relations principles, procedures and techniques;



Assistant Athletics Director, Donor Engagement (6301U) -
3558
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=134979>

Downloaded On: Apr. 7, 2020 12:23pm

Posted Dec. 13, 2019, removed Mar. 20, 2020

including knowledge of solicitation strategies.

- * Experience in analysis and implementation of programs and goals that fall within budget and time constraints. Demonstrated ability to meet or exceed fundraising goals and objectives.
- * Must be proficient in use of Microsoft Office and common desktop/web applications.

Education/Training:

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

Preferred Qualifications

Experience with the development operations of Intercollegiate Athletics.

- * Previous experience in a college athletics development office.
- * Knowledge and understanding of applicable NCAA and Pac-12 Conference rules and regulations.

Benefits

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

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

[url=https://apptrkr.com/get_redirect.php?id=1740596&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.

Driving Required

A valid driver's license and DMV check for driving record is required.

Other Information

This is a full-time, career position.

Conviction History Background



Assistant Athletics Director, Donor Engagement (6301U) -
3558
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=134979>

Downloaded On: Apr. 7, 2020 12:23pm

Posted Dec. 13, 2019, removed Mar. 20, 2020

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=1740596&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=1740596&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1740596]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

University of California Berkeley

,