

## Fundraiser 2 (7546U) - CDSS University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=144670>

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Posted Jul. 17, 2020, removed Oct. 15, 2020

<b>Job Title</b>	Fundraiser 2 (7546U) - CDSS
<b>Department</b>	
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 17, 2020
<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>	Alumni Relations Institutional Advancement
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1959945">https://apptrkr.com/1959945</a>

### **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 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

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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 [\[url=https://apptrkr.com/get\\_redirect.php?id=1959945&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1959945&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get\\_redirect.php?id=1959945&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1959945&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get\\_redirect.php?id=1959945&targetURL=https://strategicplan.berkeley.edu/our-strategic-plan\]](https://apptrkr.com/get_redirect.php?id=1959945&targetURL=https://strategicplan.berkeley.edu/our-strategic-plan)our Strategic Plan[\[url=https://apptrkr.com/get\\_redirect.php?id=1959945&targetURL=https://strategicplan.berkeley.edu\]](https://apptrkr.com/get_redirect.php?id=1959945&targetURL=https://strategicplan.berkeley.edu).

### Application Review Date

The First Review Date for this job is: 7/29/20

### Departmental Overview

The Division of Computing, Data Science, and Society (CDSS) is a dynamic, innovative new structure at UC Berkeley that represents a once-in-a-generation transformation. The Division brings together faculty, researchers, and students from computing, statistics, the humanities, and social and natural sciences, mirroring the cross-cutting nature of data science and redefining the research university for the digital age. Core to the Division is a commitment to examining how the digital revolution affects equity and opportunity and building the capacity to respond to these challenges. CDSS connects the Data Science Education Program, School of Information, Departments of Electrical Engineering & Computer Sciences and Statistics, the Berkeley Institute for Data Science, and the Data Science Commons. The Division is responsible for growing Berkeley's broad-based data science education program, including classes and programs serving thousands of undergraduate students a year.

CDSS 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. CDSS is interested in candidates whose previous experience has prepared them to contribute to our commitment to diversity and inclusion.

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### Responsibilities

35% Implements established components for fundraising and alumni relations programs and activities; plans for well-defined or established fundraising program requiring the exercise of limited discretion and judgment. Works with other professionals to ensure predetermined fundraising goals are met. Provides administrative support to fundraisers. Organizes transportation, plans itineraries, and processes travel and entertainment reimbursements. Assists in planning and scheduling of meetings with prospects, faculty and administrators.

25% Prepares materials for specific fundraising activities and / or assists in promotional efforts such as writing, speaking, telephoning, etc., as required. Drafts informational and marketing materials for review of assigned programs. Facilitates communication between staff and donors, volunteers, vendors, and a variety of University departments; drafts, edits/formats and proofs routine and complex correspondence to alumni, volunteers and donors. Responds to telephone inquiries on behalf of the program. Responsible for accurate and timely production of large mailings, invitations, and other communications. Prepares detailed briefing documents for high level prospect and donor meetings. Supports prospect/donor cultivation and stewardship efforts.

20% Develops and maintains reports on programs, activities and results, providing information on program trends and analysis of data. Organizes and maintains program files and retrieves data from system; creates query sentences for extracting data from system or calculating fundraising totals; manipulates and presents data in a number of end-user applications (Word, Excel, PowerPoint); enters contact reports in CADS using information from briefings, correspondence, and emails; updates biographical information in CADS as necessary; creates and produces custom CADS invitation lists for special program events. Enters Information Systems and Data Entry: performs inquiry functions using the CADS database;

10% Assists in the organizing and implementation of special events, campus visits, and high level meetings. Creates and updates RSVP and attendee lists; assist in the preparation of briefing materials, donor biographies and attendee annotations for University officials. Handles special projects / assignments involving direct interaction with alumni volunteers and donors, and campus representatives including university officials, deans, department heads and development directors. Occasionally requires work outside of business hours.

10% With some direction, conducts research on alumni, friends, corporations, and foundations to

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identify prospects.

### Required Qualifications

\* Working knowledge of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques. Working knowledge of the location, its vision, mission, goals, objectives, achievements and infrastructure. Working knowledge of applicable laws, rules, regulations, policies, etc. Good written and interpersonal communication skills to establish and maintain good working relationships throughout the organization and with outside constituencies. Good organizational, analytical and critical thinking skills. Strong judgment, tact, discretion, and ability to maintain confidentiality. Project management skills. Exceptional attention to detail and follow-through. Bachelor's degree in related area and / or equivalent experience / training.

### Salary & Benefits

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

[url=https://apptrkr.com/get\_redirect.php?id=1959945&targetURL=https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

The salary designated for this position is \$29.12 - \$34.00; however, salary is commensurate with experience.

### 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

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about your rights as an applicant see:

[url=https://apptrkr.com/get\_redirect.php?id=1959945&targetURL=https://www.eeoc.gov/sites/default/files/mig

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

[url=https://apptrkr.com/get\_redirect.php?id=1959945&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1959945]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

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