

Associate Director, Development Ops & Board Relations
(7398U), Haas School of Business - 48217
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=204186>

Downloaded On: Mar. 23, 2023 5:13am

Posted Jan. 24, 2023, set to expire Jul. 1, 2023

Job Title	Associate Director, Development Ops & Board Relations (7398U), Haas School of Business - 48217
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 24, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Institutional Advancement Alumni Relations
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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.



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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 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 [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four Defining Leadership Principles: Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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The Development and Alumni Relations (DAR) team at Berkeley Haas engages and cultivates alumni, parents, friends, corporations and foundations to advance the vision and mission of the school, inviting these key constituencies to provide volunteer leadership and make philanthropic investments in support of the school's students, faculty and programs. The Development team of major gift and annual gift officers cultivates prospective donors, both nationally and internationally, to inspire transformational gifts in support of Berkeley Haas and provides staff support for high-level volunteer groups, such as the Berkeley Haas Advisory Board. With 43,000 living alumni, the Alumni Relations team develops and builds greater awareness for career services, lifelong learning, and networking resources to support the engagement, learning, and connectedness of Berkeley Haas alumni.

The Haas Development and Alumni Relations team embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change. This role is eligible for a hybrid work plan, but expected to be based in the Bay Area.

Scope

The Associate Director, Development Operations & Board Relations is a critical role for the DAR unit. They will be part of a Development Operations team of three, dedicated to creating, maintaining and executing on business and administrative operations to ensure that the unit meets its ambitious fundraising and engagement goals. This position is also responsible for the member experience of the Haas Advisory Board (onboarding, meetings, social events, engagement opportunities). They will draft proposals and correspondence and provide analysis of program trends and results. They will also provide key development operations guidance and project management to aid the effectiveness of the Chief Development Officer as the school's lead fundraiser and leader of a team of 35 staff. This position requires a high level of diplomacy and interaction with staff at all levels as well as high level volunteers and donors to the school. The incumbent must communicate effectively and work collaboratively with colleagues across the campus. We are seeking a self-motivated problem solver who is able to learn quickly and work independently to effect positive outcomes.

Application Review Date

The First Review Date for this job is: 02/06/2023.

Responsibilities

Researches and analyzes processes and procedures in order to develop and implement changes.

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Provides consultative services to department senior leaders, partners and external stakeholders.

- Works directly with the Chief Development Officer to develop and implement effective systems for managing information, projects and communications in overseeing a team of 35 staff and meeting ambitious fundraising goals.
- Produces and presents complex proposals on a broad range of issues to include analysis of identified challenges, costs, benefits and recommended options and solutions.
- Assess current unit operational processes and procedures for compliance and efficiency; recommend and implement changes.
- Drafts policies and correspondence on behalf of the Chief Development Officer and Dean of the Haas School of Business.
- Distill complex policies and procedures into digestible information for staff at all levels.

Works closely with the Chief Development Officer, Senior Director, and other colleagues to design, implement, and assess the Board Member experience. Develops proposals and recommendations to guide the long-term direction and continual improvement of the Haas Board.

- Develops plans for and executes on the triannual Haas Board Meetings, and additional board working groups/committee meetings or engagement events. Assesses success of meeting to inform future planning.
- Plans and implements policies and procedures to improve the systems and processes related to the Board.
- Research various topics and gather relevant data to inform Haas Board plans and strategies.
- Develop and implement policies and procedures for use of an online board portal. Manage all member communications and confidential document storage in the portal. Actively assess use and utilization of the tool and recommend and implement changes.
- Develops and implements processes for consistent member on- and off-boarding.
- Acts as general contact for the Haas Board and interacts directly with the school's most significant donors.
- Implement, and in some cases design, communication strategies which will enhance the Board member experience.
- Independently identifies areas of Board strategy that are not being met and proposes changes to plan or implementation and assumes responsibility for execution of changes.

Researches and drafts complex proposals, reports, briefings, executive summaries, and other

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correspondence.

- Independently produces and analyzes reports on alumni, donors, board member engagement, donations, and campaign totals related to development at Haas, as needed by the Dean and Chief Development Officer.
- Prepares principal gift and VIP donor correspondence, programmatic summary documents, powerpoints and other similar data summaries or visualizations for the Dean and Chief Development Officer.
- Independently produces and analyzes high-level program reports related to unit productivity, including but not limited to overall fundraising outcomes, unit and campus metrics and goals, and donation totals for specific fundraising and engagement initiatives, including the unit's annual report card.
- Produces and prepares donor briefings and donor correspondence, including Haas Board member communications and philanthropy reports.

Coordinates efforts with colleagues, cross-organizational departments, and external entities, as needed. Establishes and maintains contacts for the collection and exchange of data.

- Analyzes and compiles unit level data for ongoing reporting requirements and at the request of the Chief Development Officer.
- Builds and maintains relationships with cross-campus board management staff to stay abreast of best practices and apply learnings.
- Builds and maintains relationships across the campus to help execute on special projects on behalf of the Chief Development Officer.
- Tracks and ensures completion of fundraising projects in partnership with the Chief Development Officer.
- Partners with internal colleagues on research and recruitment of new board members.

Develops and maintains reports on program activities and results, providing information on program trends and analysis of data.

- Contribute to ongoing prospect research in service of ongoing maintenance of a board member and donor pipeline.

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- May engage in analysis and data collection for ad-hoc initiatives and projects.

Professional Learning and Growth

- Embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas.
- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing University sponsored certifications & training sessions (ie: MEP Workshop, Implicit Bias Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

Required Qualifications

- Working knowledge of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques.
- Excellent written, oral and interpersonal communication skills, including political acumen, to build and maintain effective working relationships at all organizational levels and with outside constituencies.
- Demonstrated analytical and critical thinking skills, including skill in creative and effective decision-making and problem identification/avoidance/resolution.
- Excellent project management and organizational skills; impeccable attention to detail; manage day-to-day workflow based on known deadlines; effectively prioritize and complete competing projects
- Intermediate and advanced skills of the Microsoft suite and Google platforms to prepare documents, report on data findings, and create visualizations/packets for the purposes of external consumption.
- Demonstrates understanding and use of high-level discretion to maintain a high level of confidentiality.
- Demonstrated experience exercising good judgment, working well under pressure, using

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sensitivity and diplomacy, and resolving unusual or sensitive problems in ambiguous or charged situations.

- Ability to take initiative and manage multiple project components with minimal supervision, including strong time management skills, ability to meet tight deadlines and understanding when to seek guidance from manager or others.
- Must be available to work occasional evenings and weekends (with advance notice).
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging in a business, organization or public university setting.

Education/Training:

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

Preferred Qualifications

- Knowledge or awareness of UC Berkeley and/or Haas School of Business procedures, systems, cultures, and norms.
- Experience with relationship management databases; experience creating and running queries, to extract meaningful data for program analysis.

Salary & Benefits

This is a 100% time (40-hrs a week), monthly paid, exempt career position.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this

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job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$80,050.00 - \$97,500.00.

How to Apply

To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

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, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

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



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University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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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