

Associate Director, Leadership Annual Giving (7547U),
Intercollegiate Athletics - 69447
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=236647>

Downloaded On: Jun. 26, 2024 11:58am

Posted May 28, 2024, set to expire Jun. 30, 2024

Job Title	Associate Director, Leadership Annual Giving (7547U), Intercollegiate Athletics - 69447
Department	Intercollegiate Athletics
Institution	University of California, Berkeley Berkeley, California
Date Posted	May 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Institutional Advancement Athletics and Recreation Services
Apply Online Here	https://apptrkr.com/5285848

Apply By Email

Job Description

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Associate Director, Leadership Annual Giving (7547U), Intercollegiate Athletics - 69447

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

Involves designing, developing, delivering, and administering fundraising programs. Identifies new donor prospects through researching background information on potential donors and developing materials, marketing plans, and organizing related programs/events; cultivates, stewards, and may solicit donor prospects.

Application Review Date

The First Review Date for this job is: June 7, 2024

Responsibilities

- Act as a liaison to specific sports to provide alumni relations services to designated friends' groups and constituents.

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- Design, organize, and implement targeted and cost-effective special alumni events and board meetings to advance alumni relations and fundraising engagement opportunities.
- Provide programmatic support and assists the Assistant AD of Annual Giving and Alumni
- Ensure that predetermined fundraising goals are met, by providing strategy, analyzing progress throughout the year, and working with stakeholders to increase outreach.
- Communicate to transactional donors attached to tickets to ensure requirements relating to ticket/donation packages are met.

Cultivate, Solicit and Steward Annual Fund Donors:

- Identify and manage a portfolio of at least 125 annual fund prospects which includes primarily individuals with specific affiliation and/or giving interest to Cal Athletics.
- Work to establish and manage effective relationships prospects and annual fund donors.
- Identify and evaluate potential donors.
- Design and implement prospect cultivation and solicitation strategies.
- Complete 10 to 15 substantive contacts per month with an emphasis on quality personal visits.
- Provide stewardship for assigned prospects.

Required Qualifications

- Thorough working knowledge of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques.
- Thorough working knowledge of the location, its vision, mission, goals, objectives, achievements and infrastructure.
- Strong knowledge of applicable laws, rules, regulations, policies, etc.
- Strong written and interpersonal communication skills to establish and maintain good working relationships throughout the organization and with outside constituencies.
- Strong organizational, analytical and critical thinking skills, including skills in creative and effective decision-making and problem identification / avoidance / resolution, and project management skills.
- Strong skills in maintaining confidentiality.

Education/Training:

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



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Salary & Benefits

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 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 \$85,800 - 92,800.00.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

How to Apply

To apply, please submit your resume and cover letter.

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.

Driving Required

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

Equal Employment Opportunity



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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.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

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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