

Assistant Director of Donor Relations (7546U) 69897
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238678>

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Posted Jul. 23, 2024, set to expire Nov. 3, 2024

Job Title	Assistant Director of Donor Relations (7546U) 69897
Department	Donor Relations
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Institutional Advancement
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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.

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

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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

The Assistant Director of Donor Relations will manage strategic communications, the development of meeting collateral and materials, event logistics, strategy and the donor experience at the leadership level through Berkeley Social Sciences formal donor and volunteer programs. The Assistant Director of Donor Relations will assist in managing the involvement of faculty, campus leadership, and alumni leaders in formal donor and volunteer program activities, representing the division with the highest level of service and professionalism.

Initiatives the Asst. Director will support include:

- Charter Hill Society Honorary Chairs
- Women in Leadership Circles
- Career Readiness Program
- Political Economy Advisory Board
- Dean's Advisory Council
- Berkeley Liberty initiative
- Building a Just Social Sciences
- Young Alumni Programs

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Application Review Date

The First Review Date for this job is June 20, 2024

Responsibilities

- Oversees communications and engagements related to structural donor programs and strategies as designated by the Asst. Dean, involving academic partners, alumni, students and senior leadership. Acts as strategic partner in directing donor involvement in line with divisional priorities.
- Oversee collateral and meeting/program material related to leadership donor and volunteer programs. As a member of the development team, continuously improve and develop processes that support the donor experience at the highest level.
- Inform maintenance of records related to donor and volunteer programs, advisory boards, and a historical record of materials and collateral to inform future use and progression.
- Assist in preparing for and managing donor and volunteer program events including meetings and events with a special focus on the leadership donor experience. As a member of a high performing development team, works directly with donors and volunteer leaders to advance relationships based on their service and philanthropy.
- Inform proposal/solicitation development through knowledge of donors and volunteer programs, academic areas, and divisional priorities.
- Handles special projects / assignments involving direct interaction with alumni volunteer leaders and donors.

Required Qualifications

- Working knowledge or transferable knowledge/experience in fundraising and campaigns, donor relations, relationship development, giving cycles, and public relations concepts, principles, procedures, and techniques.
- Working knowledge of applicable laws, rules, regulations, policies, etc. Training provided.
- Good written and interpersonal communication skills to support the donor experience and expected levels of professionalism.
- Superior organizational skills, ability to handle multiple projects, and ability to prioritize in a fast paced environment.
- Skills in maintaining confidentiality and exercising discretion.
- Working knowledge of the google software suite, spreadsheets, CRMs and databases. Training

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available.

- Bachelor's degree and/or equivalent knowledge/skills/training.

Preferred Qualifications

- Working knowledge of UC Berkeley, its vision, mission, goals, objectives, achievements and infrastructure, or comparable institutional knowledge.

Salary & Benefits

This is a full-time, hourly career position.

This position is eligible for the full range of UC 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 hourly range that the University reasonably expects to pay for this position is \$35.00 - \$44.00.

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

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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.

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

The [University of California's Anti-Discrimination 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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