

Development Associate (4722C), Haas School of
Business - 70312
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238805>

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Posted Jul. 26, 2024, set to expire Nov. 4, 2024

Job Title	Development Associate (4722C), Haas School of Business - 70312
Department	Haas School of Business
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement Finance/Investment Management
Apply Online Here	https://apptrkr.com/5385569

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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 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

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support of the school's students, faculty, and programs. The Development team of major gift and legacy 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 over 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 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.

Application Review Date

The First Review Date for this job is: 06/28/2024.

Responsibilities

The Development Associate is a pivotal support role for the frontline fundraising team within the Haas DAR unit. They work as part of a large Frontline Fundraising team that spans Principal, Major, Leadership, and Corporate giving for Haas. Reporting to the Executive Director, Development, the position is designed to provide comprehensive administrative support and project management for the team.

Frontline Fundraising Team Support

- Arrange and provide staff support for frontline team meetings, including scheduling, preparation of meeting agendas, note-taking, and oversight of follow-up activities.
- Support team projects as needed, including team accountability on collaborative DAR projects.
- Acts as the primary liaison for the Frontline team with the Dean's Office.
- Collaborate with the Dean's office on calendaring for the Dean and gift officers and other team initiatives and special projects involving the Dean.
- Work in collaboration with the Prospect Research team to ensure data capture is maintained by gift officers, including contact reports and donor background information.
- Manage mass uploads of donor related activity for major gift officers (defined as 20+ entries), including contact information and other background information in campus advancement database (CADS), working in partnership with the unit's Information Strategy and Analytics team and the university's Prospect Development team.

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- Develop expertise in CADS and associated fundraising reports and tools to assist with timely requests for information.
- Proactively evaluate new tools and reports and offer guidance to gift officers on how to utilize these on an ongoing basis.
- Coordinate team retreats and team building activities at the direction of the Executive Director.

Donor Visits, Meeting & Travel Support

- Provide logistical support for major donor (prospective/active) visits on campus and occasional off-campus visits to corporate donor offices.
- Draft briefing materials and reports for donor visits involving the Dean or other senior school staff.
- Arrange travel booking for gift officers traveling domestically and internationally.
- Partner with gift officers to finalize thorough travel itineraries, briefing books, and collate and ship all necessary meeting or even materials.

Administrative and Operational Effectiveness

- Complete travel reimbursements on behalf of gift officers in a timely and accurate manner.
- Organize and maintain digital filing systems, ensuring transparency and access to key documents for frontline fundraising team.
- Partner with Development Operations Associate to maintain an inventory of specialty branded items gift officers can use to steward donors.
- Assess office procedures and practices, recommend enhancements for efficiency and effectiveness, and manage implementation.
- Assists with general in-office reception duties such as responding to drop-in visitors and in-person inquiries.
- Provide overflow support to the DAR team, completing other administrative duties as needed and requested.

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.

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- 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

- Organizational and time management skills to perform multiple, simultaneous tasks and assignments efficiently in a fast-paced environment.
- Demonstrated skill at responding effectively to changing priorities and communicating with partners and customers.
- Proven attention to detail and ability to perform consistently and with a high degree of accuracy and consistent follow through.
- Demonstrated experience adopting, learning, and mastering new technologies.
- Demonstrated experience assessing and improving processes or systems.
- Ability to take initiative and solve problems independently while understanding when to seek guidance from manager or others.
- Experience communicating clearly and succinctly, both in oral and written communications.
- Strong demonstration of growth mindset and flexibility to work as a member of a high-performing, highly collaborative team of development professionals.
- Experience in providing prompt, courteous, and skillful customer service to maintain good relations with the general public, alumni, donors, prospective students, faculty, and colleagues.
- Excellent professional integrity, tact, discretion, and sound judgement, including handling confidential information.
- Available to work occasional evenings and weekends (with advanced notice); Overtime hours are compensated according to UC policy.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion, justice, and belonging in a public university setting.
- 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

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in a business, organization or public university setting.

Preferred Qualifications

- Knowledge of fundraising and donor relations concepts, principles, and practices.
- Experience with Cal Advancement Data System (CADS) or similar database.

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for 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 salary or hourly range that the University reasonably expects to pay for this position is \$34.14 (Step 9) - \$36.46 (Step 12).

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current

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bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- 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.

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

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Please reference Academickeys in your cover letter when
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Contact

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