

Major Gifts Associate (7546U), Cal Performances - 71186
University of California, Berkeley

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Downloaded On: Aug. 10, 2024 11:25am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

Job Title	Major Gifts Associate (7546U), Cal Performances - 71186
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
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

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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

The Development Associate reports to the Chief Development Officer and plays a critical role in increasing individual donor support. The incumbent is responsible for a wide variety of prospect donor research and major gift activities that increase the major gift pipeline. Key areas of emphasis include identifying, profiling, and qualifying prospects, estimating financial capacity and organizational affinity, and pinpointing institutional linkages and funding interests. Additional responsibilities include supporting the Development Team and Trustees' committees in activities such as report generation, donor relations, event production, and general administrative duties.

Application Review Date

The First Review Date for this job is: August 6, 2024

Responsibilities

Prospect Development and Research

- In collaboration with designated UDAR prospect analysts, serve as Development team specialist in all prospect research needs.

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- Identify prospective supporters from ticket population, UCB alumni and affiliates, and through on- and off-line media with capacity and interest in the types of programs Cal Performances produces.
- Write confidential prospect profiles and briefings to prepare fundraisers and staff for visits, events, and solicitations.
- Provide bi-weekly reports to fundraisers on prospect movement and fundraising progress, and recommend strategies for those that are "stuck".
- Ensure that individual giving, major gifts, and principal gifts portfolios are current in CADS and Tessitura, enter major gifts and principal gifts contact reports, and provide moves management updates.
- Maintain and develop administrative support systems, including solicitation, acknowledgment, and stewardship materials for Leadership Giving levels.
- Support the Annual Fund and Special Events Committee in their efforts, including attending and participating in committee meetings, preparing and distributing meeting minutes and materials in advance of meetings, conducting prospect analysis, and responding to Board Volunteers' needs for fundraising support

Solicitation and Stewardship Support

- Manage benefits offered to Patron Sponsors such as comp tickets, meet and greets, thank you gifts including photos, signed programs, etc.
- Manage and maintain accurate donor recognition including approval of program book credits, maintain the funder credit grid, website donor credits, etc.
- Suggest, create and manage an event strategy that is tailored to supporting cultivation and stewardship of prospects, trustees, and major donors while being grounded in the organization's fundraising priorities for the season (pre- or post-dinners, cultivation events, Director's Tables, intermission receptions, Home Concerts, Trustee and Sustaining Trustee events, etc).
- Assist the Chief Development Officer and Associate Director of Development, Individual Giving in the cultivation and stewardship of major donor relationships including escorting sponsors backstage and greeting at receptions, drafting major gifts acknowledgement letters, and managing the stewardship calendar for individual giving, major and principal gifts.
- As appropriate, collaborate with the Chief Development Officer and Associate Director of Development, Individual Giving to determine effective and individualized fundraising strategies.
- Compose and prepare fundraising proposals for renewing donors.
- Manage department comp ticket allocation and distribution for all performances in coordination with the ticket office in a timely manner.
- Stay informed and up-to-date on trends, best practices, and strategies within related work fields

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and share take-aways with Development Team.

- Serve as the Development Department's liaison to the Operations Department:
- Attend weekly operations meeting and effectively communicate donor event logistics, needs and details.
- Problem solve operational needs such as large backstage visits.
- Ensure timely and accurate entry of event details into Arts Vision.
- Hire and supervise departmental student employee.

Required Qualifications

- 2-3 years of fundraising experience.
- Working knowledge of fundraising, donor relations and public relations concepts, principles, procedures and techniques. Knowledge and experience in the principles, practices and trends of fundraising.
- Bachelor's degree in related area and/or equivalent experience/training.
- Experience with event management/coordination.
- Ability to exercise flexibility, initiative, good judgment and discretion. Ability to maintain confidentiality.
- Excellent written and verbal communication skills, interpersonal skills, and experience in building productive relationships with donors and volunteers.
- Excellent problem-solving skills; must be detail-oriented and able to work effectively with personnel within and outside the department.
- Ability to work independently and as part of a team to set and coordinate priorities and manage multiple projects to meet internal and external competing deadlines; ability to work under pressure. Flexibility to meet changing needs and priorities.
- Excellent computer skills and facility with MS Office including Microsoft Word and Excel and Google's suite. Ability to learn new software programs as required.
- Passion for the performing arts.
- Ability to work nights and weekends as required.

Preferred Qualifications

- 2 years of experience with Tessitura, gift acknowledgement and reporting. Campus Alumni and Donor System (CADS) experience are also very helpful.
- Experience with Adobe Design suite

Salary & Benefits

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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 hourly range that the University reasonably expects to pay for this position is \$36.23 to \$39.91

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.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A



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