

Gift Coordinator (4723C), University Development and  
Alumni Relations - 71286  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242651>

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Posted Aug. 2, 2024, set to expire Nov. 29, 2024

|                             |                                                                               |
|-----------------------------|-------------------------------------------------------------------------------|
| <b>Job Title</b>            | Gift Coordinator (4723C), University Development and Alumni Relations - 71286 |
| <b>Department</b>           |                                                                               |
| <b>Institution</b>          | University of California, Berkeley<br>Berkeley, California                    |
| <b>Date Posted</b>          | Aug. 2, 2024                                                                  |
| <b>Application Deadline</b> | Open until filled                                                             |
| <b>Position Start Date</b>  | Available immediately                                                         |
| <b>Job Categories</b>       | Professional Staff                                                            |
| <b>Academic Field(s)</b>    | Alumni Relations                                                              |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/5484823">https://apptrkr.com/5484823</a>         |

**Apply By Email**

**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](https://grow.berkeley.edu).

### **Departmental Overview**

#### **University Development and Alumni Relations (UDAR) Overview**

The University Development and Alumni Relations (UDAR) increases support and enhances the knowledge of UC Berkeley through communications, public outreach, alumni relations and fundraising. The department is responsible for centralized fundraising and donor engagement, and we work to strengthen unit development offices by consulting and partnering with campus fundraisers. We provide a range of central activities and services, encompassing communications, prospect development, data management, data analytics, data reporting, gift management, stewardship and more.

#### **Gift Services Overview**

Gift Services is the office of record and receipts for gifts, pledges and payments for UC Berkeley and is the campus' delegated authority for internal financial and policy controls for gift processing. Donors contribute via a variety of giving methods including check, credit card, electronic funds transfer, securities and cryptocurrency. Gift Services also provides support to units who do their own gift

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depositing and constituent management via shadow databases. All of the team's staff are responsible for providing excellent customer, transactional and functional service to donors and colleagues, and adhering to federal, state, industry, UC system and campus-wide practices, policies and protocols.

All Gift Services assignments involve research and analysis across a variety of financial transactions from intake to receipt issuance and require the application of specific protocols to ensure that donations are deposited to the correct fiduciary, credited legally, and allocated to giving funds per expressed donor intent. Some Gift Services assignments involve cashiering, data analysis, customer service, reporting, business writing, and the processing of health projects.

### Position Overview

This **Gift Coordinator** position follows standard gift collection and preparation processes for Gift Services and UDAR. The incumbent adheres to cash-handling security procedures for incoming philanthropic gifts to UC Berkeley. This individual will receive predetermined work assignments subject to a moderate level of control and review by the supervisor or partnering team member designated to provide oversight. This position will primarily be in contact with internal Gift Services colleagues.

### Application Review Date

The First Review Date for this job is: August 15, 2024

### Responsibilities

**Gift Collection and Payment Preparation** - Independently performs essential tasks to collect and prepare gifts and payments received by the University, including but not limited to:

- Opening, stamping and sorting mail
- Preparing tax receipts and grant confirmation letters
- Preparing, completing and reconciling check and cash deposits
- Charging credit cards via swipe or virtual terminal
- Scanning and digitally filing gift documentation
- Taking inventory of and ordering supplies
- Completing workplace giving verification forms
- Filing projects or organizational projects
- Assisting with physical document retention and shredding processes
- Managing retrieval of offsite files
- Special clerical or data management projects as needed
- May accept transferred calls from donors to accept credit card payments
- Works with building liaison to communicate and coordinate building-related changes team

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workflows or onsite developments

### **Organizational Effectiveness**

- Collaborates with Gift Services, UDAR, and/or campus colleagues to identify, define, analyze and resolve processing issues as they arise
- Contributes to improvement projects as tester, innovator or engaged participant to address and remove obstacles to efficient gift processing and analysis workflows
- Utilizes campus, UDAR and Gift Services strategic plans as guides in collaborative efforts and team and individual goals
- Engages in Gift Services' annual strategic and operational planning efforts, including skill and knowledge refresher training
- May participate in Gift Services knowledge management by updating or creating resources or reference guides
- Monitors personal effectiveness and seeks assistance and support when needed

### **Organizational Culture & DEIBJ initiatives**

- Engages with colleagues and teammates per Berkeley's principles of community and Gift Services team-created values
- Participates in tools and discussions focused on UDAR and campus DEIBJ initiatives

### **Professional Development**

- Proactively seeks opportunities for professional development of skills, training, and networking
- Participates in goal-setting within current coaching and evaluation framework
- Utilizes industry, campus and team resources for expanding knowledge and skill set

### **Required Qualifications**

- Minimum one year of experience juggling priorities in a fast-paced and demanding administrative/operations position. Experience in advancement operations is a big plus.
- Effective interpersonal skills, including active listening, and demonstrated sound judgment in decision-making.
- Enjoys analysis, attention to detail, and problem solving while maintaining a positive demeanor.
- Demonstrates dependability and responsibility by maintaining strong organizational skills and

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ability to hold oneself accountable to timelines.

- Ability to work effectively with repetitive tasks, handling large volumes of transactions.
- Ability to learn and adhere to cash handling procedures and regulations.
- Proficient with, or ability to learn quickly, Microsoft Office, Google Suite, Smartsheets and common desktop/web applications.
- Computer skills to effectively work with large data sets, databases, online systems, and electronic communications.
- Available to work continuously during our giving season, November - January, and during the campus' curtailment period in December and January.

#### **Education Level**

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

#### **Preferred Qualifications**

- Working knowledge of UC Berkeley cash handling and data security processes, policies and procedures.
- Working knowledge of UC Berkeley advancement landscape, priorities and relationships.

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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 hourly range that the University reasonably expects to pay for this position is \$27.00 to \$30.00 per hour, commensurate with experience.

- This is a non-exempt position, paid bi-weekly.
- This position is 100% on-site.
- This is not a Visa opportunity.

## **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.

### **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](#)

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poster.

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

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

To apply, visit

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](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

University of California, Berkeley

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