

Executive Strategist (0566U), University Development and
Alumni Relations - 71382
University of California, Berkeley

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Posted Aug. 7, 2024, set to expire Dec. 4, 2024

Job Title	Executive Strategist (0566U), University Development and Alumni Relations - 71382
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement Alumni Relations
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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

University Development and Alumni Relations (UDAR) helps build Berkeley's excellence through communications, public outreach, fundraising, and alumni relations all to raise public awareness about Berkeley and increase private philanthropy. UDAR provides overall direction for the campus's philanthropic advancement strategies and strengthens campus unit development in partnership with campus fundraisers. It handles a range of central activities and services encompassing prospect development, communications, donor stewardship, gift management, data management, and more. UDAR encompasses the UC Berkeley Foundation (UCBF), a California nonprofit public benefit corporation established to secure support for the university. UCBF is also Cal's primary vehicle for enlisting fundraising volunteers from the private sector and staffed by UDAR leadership.

Office of the Vice Chancellor

Reporting directly to the Chancellor, and with a dotted line relationship to the Executive Vice

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Chancellor & Provost, the Vice Chancellor of UDAR serves as the Chief Development Officer for the UC Berkeley campus. They engage with alumni, volunteers, friends and philanthropists to support the Chancellor's priorities and advance Berkeley's public mission. The Vice Chancellor provides campus-wide leadership on all philanthropic endeavors, providing oversight and guidance to the activities of approximately 25 different advancement programs in the schools, colleges, and campus units. They also oversee UDAR's broad-ranging advancement programs. The Vice Chancellor serves as President of the UC Berkeley Foundation, a not-for-profit corporation that raises, invests, and administers private funds for the campus. As a member of the Vice Chancellor's immediate office, this position provides critical analytical, tactical and strategic support to the Vice Chancellor.

Position Overview

As a key UC Berkeley campus expert and contributor to Berkeley's fundraising enterprise, the Executive Strategist applies in-depth knowledge and expert-level experience on campus-wide fundraising initiatives/projects that impact UC Berkeley. Identifies, formulates and advises on advancement policy development and implementation. Uses knowledge of professional fundraising planning, concepts, and objectives to address and resolve complex campus-wide philanthropic policy or program issues. Works on significant, strategic matters requiring political sensitivity, where analysis of circumstances and information requires an in-depth evaluation of factors, including data analysis, prospective fundraising opportunities and challenges, and communications to multiple internal and external constituents. Strategically positions the Vice Chancellor for engagements with multiple stakeholders including with campus leadership, donors, internal and external constituents. Analyzes, synthesizes and prepares pivotal information to be shared with campus leadership who are imperative to Berkeley's fundraising efforts, including the Council of Deans, UC Berkeley Foundation, the Board of Visitors, Regents, the Chancellor's Cabinet, the Berkeley Advancement Community, Campaign Management Team, UDAR staff. Situations may be high stakes, rapidly evolving, politically sensitive and time sensitive.

Responsibilities

University Advancement Constituent Leadership and Consultation:

Serves as a Berkeley organizational expert on significant campus-wide policy issue(s) or initiatives, especially leading comprehensive Berkeley advancement enterprise and fundraising initiatives. Serves as campus expert for over 25 campus units engaged in both campus-wide and internal fundraising campaigns requiring high-level planning and strategic guidance for the Office of the Vice Chancellor in UDAR.

- Advises UDAR's Vice Chancellor on significant campus-wide policy issues or initiatives related to

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the campus' comprehensive advancement activities, affecting Berkeley's advancement community, affecting over 500 staff.

- Through research and communications with key advancement constituents, identifies policy issues of importance to Berkeley advancement. Stays well-informed of issues in higher education nationwide, particularly with regard to philanthropy and university advancement to analyze in order to provide the Vice Chancellor broad perspective and advise on trends in the field and across the UC system. Develops appropriate analytical and procedural framework for addressing current or emerging policy issues.

Project Management and Strategic Partnership:

Serves as a campus expert facilitating and advancing key initiatives through strategic planning and the achievement of Berkeley's fundraising goals, and in support of the Vice Chancellor. Serves as an organizational expert on significant campus-wide policy issue(s) or initiatives, especially leading comprehensive fundraising initiatives.

- Provides high-level analysis and complex research for fundraising and donor projects, identifying issues and philanthropic opportunities. Provides prospect briefings and background materials for leadership meetings with top-level prospects and volunteers.
- Strategically respond to constituents with philanthropic inquiries or issues, including donors or prospective donors, alumni, parents and friends. Partner with appropriate business units in UDAR or on campus to lead and partner on strategic fundraising plans.
- Provides leadership to the Office of the Vice Chancellor by applying a system-wide fundraising policies and practices to Berkeley's fundraising efforts.

Project Management and Strategic Partnership:

Serves as a campus expert facilitating and advancing key initiatives through strategic planning and the achievement of Berkeley's fundraising goals, and in support of the Vice Chancellor. Serves as an organizational expert on significant campus-wide policy issue(s) or initiatives, especially leading comprehensive fundraising initiatives.

- Works closely with EA to the VC to ensure smooth functioning of the VC Office, provides guidance in prioritizing meetings. Coordinates with relevant staff across campus to ensure that VC is prepared for all meetings and speaking engagements.
- Ensures schedules and plans are established, all parties are informed and prepared, and any

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barriers (resource allocation, training, staffing, et cetera) are brought to the attention of the appropriate group for resolution.

- Provides high-level analysis and complex research for fundraising and donor projects, identifying issues and philanthropic opportunities. Provides prospect briefings and background materials for leadership meetings with top-level prospects and volunteers.
- Strategically responds to constituents with philanthropic inquiries or issues, including donors or prospective donors, alumni, parents and friends.
- Partners with appropriate business units in UDAR or on campus to lead and partner on strategic fundraising plans.
- Provides leadership to the Office of the Vice Chancellor by applying a system-wide fundraising policies and practices to Berkeley's fundraising efforts.

Strategic Policy and Advancement Program Planning:

Provides leadership, expert guidance, education, and policy development as a campus expert, for over 25 campus units participating in the common philanthropic goal of ONE BERKELEY, effectively synthesizing applied strategies to advise on fundraising goals while forging strategic campus partnerships within the vast Berkeley advancement community exceeding 1000 key constituents and stakeholders.

- Formulates new organizational and advancement strategies, and develops implementation plans and communication strategies for internal and external stakeholders including Council of Deans, UC Berkeley Foundation, the Board of Visitors, UC Regents, the Chancellor's Cabinet, Berkeley Advancement Community, Campaign Management Team, UDAR staff.
- Utilizes expert problem solving skills and an in-depth knowledge of the campus' complex organizational structure to lead projects on behalf of the VC that require expert engagement with internal and external constituents.
- Provides representation for the Vice Chancellor in discussions with over 25 relevant business units and campus leadership to develop and improve programming and initiatives that advance Berkeley's fundraising goals.
- Analyze critical information in Berkeley's donor database CADS of approximately 1 million constituent records related to donors, alumni and volunteer leaders to advise the Vice Chancellor on optimizing engagements including but not limited to individual meetings, group events, and individual and mass communications.

Campus Leadership and Communications for Berkeley Fundraising Enterprise:

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Function as a campus advancement strategic planning expert and advisor to the Office of the Vice Chancellor, UDAR, by communicating and facilitating strategic thinking and planning with multiple administrative and academic units for the future of Berkeley's advancement enterprise.

- Develops and communicates relevant recommendations to be shared with the Chancellor, Cabinet, Council of Deans, and Berkeley's advancement community to inform campus strategies and policies related to advancement plans and programs that generate nearly \$1B each year.
- Analyzes, predicts and advises these constituencies regarding direction in the absence of clear external and internal practices.
- Develops and implements content and planning for campus-wide events and meetings related to Berkeley advancement, with audiences including the Chancellor, Cabinet/Council of Deans, Campaign Management Team, and Frontline Fundraisers from over 25 campus units.
- Proposes, leads and/or participates on policy and planning committees and working groups as appropriate.

Required Qualifications

- Minimum 5 years of demonstrated expert knowledge of higher-education advancement, campaign planning, philanthropic policies and procedures and complex, campus-wide fundraising initiatives in a large university environment. Experience with the Berkeley fundraising enterprise is a strong preference, as well.
- Expert analytical, problem-solving, project planning and implementation skills. Ability to manage complex and multi-level projects that require advanced coordination, facilitation and analytical skills. Minimum of 3 years of experience managing high-level projects in a large higher educational institution. High level Berkeley advancement experience preferred. Advanced knowledge of fundraising and philanthropic processes, protocols and procedures.
- Advanced knowledge of external regulatory requirements and best practices in the fundraising policy domain, especially as it pertains to a large university. Advanced understanding of a large higher education organization regarding data reporting and analysis related to fundraising initiatives of organizational leaders.
- Ability to analyze data from multiple, complex sources and translate it into useful, concise and meaningful narratives for fundraising leadership in multiple campus advancement units. Ability to source and interpret the appropriate data and findings and partner with advancement teams to access and build comprehensive reports to support the campus' high level philanthropic discussions and plans. Berkeley institutional knowledge preferred.
- Highly skilled communication and interpersonal skills to disseminate key information and influence others, both verbally and in writing. Ability to conduct complex communication plans and actions while navigating key constituent relationships using keen political acumen. Previous

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- experience communicating with senior Berkeley leadership is highly preferred.
- Ability to lead large-scale, time-sensitive projects by prioritizing multiple campus initiatives simultaneously. Expert knowledge of philanthropic, fundraising, and advancement policy analysis techniques within a large university setting. Berkeley advancement experience preferred.
 - Ability to use discretion, tact, diplomacy and maintain all confidentiality with key constituents at all levels of the organization.

Education Level

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

Preferred Qualifications

- Advanced knowledge of UC campus and system-wide organizational reporting structure, as well as an understanding of the interactive roles of management throughout the campus community.

Salary & Benefits

- This is an exempt, monthly paid position, 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 salary range for this position is a minimum of \$98,600, a midpoint of \$141,500.00, and a maximum of \$184,400. Salary will be commensurate with experience.

- This is a hybrid position with 80% remote work eligibility.
- This is a Bay Area/Northern CA-based position.
- This is not a Visa opportunity.



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How to Apply

To apply, please submit your resume and cover letter.

Other Information

The minimum posting duration of this position is 14 calendar days. The department will not initiate the application review process prior to August 20, 2024. The position is open until filled.

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](#).

#LI-RP1

To apply, visit

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



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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

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