Technical Project Manager (0522U), University Development and Alumni Relations - 72130
University of California, Berkeley

Job Title	Technical Project Manager (0522U), University Development and Alumni Relations - 72130
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology Alumni Relations
Apply Online Here	https://apptrkr.com/5572452
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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 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)

University Development and Alumni Relations (UDAR) strengthens Berkeley's excellence through engagement with alumni, parents, undergraduate and graduate students, and friends of the University, raising public awareness about Berkeley and increasing private philanthropy. UDAR provides overall direction for the campus philanthropic advancement strategies and works to strengthen unit development in partnership with campus fundraisers. The Division handles a range of central activities and services encompassing communications, stewardship, prospect development, data management, gift management, reporting and analytics, and more.

Advancement Operations Unit

Advancement Operations develops and delivers the centralized business systems and services that

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support the work of UC Berkeley's 30 decentralized fundraising units-helping them collaborate and communicate in order to maximize their collective results. Advancement Operations also provides governance through its role as the official source of alumni and fundraising data. The Advancement Information Services (AIS) unit develops and delivers the primary business data and systems that support the work of UC Berkeley's centralized and decentralized fundraising activities. AIS oversees several interrelated information technology systems and tools, including the Cal Advancement Data System (CADS), the database in which advancement professionals research and record fundraising activity. AIS encompasses three units: Data and Business Solutions, Technology Services, and Strategic Planning and Management.

Strategic Planning and Management Team

The Strategic Planning and Management (SPM) group in Advancement Information Services (AIS) serves as the central strategic planning, portfolio and project management resource overseeing the standardization and adoption of procedures, processes, tools, and artifacts used by all technology and data teams for technology and data projects and priorities throughout UDAR. SPM provides the expertise that enables the successful management and execution of technology and data projects and operational initiatives that fulfill the University's philanthropic mission. SPM provides strategic planning and decision support to UDAR's Technology and Data Governance body. Key stakeholders also included in Governance are campus development and alumni relations community.

Position Summary

This **Technical Project Manager** position involves managing technical projects having a defined beginning and end in alignment with and support of the CADS Replacement initiative. Manages the project's framework processes and methodologies involving departmental or cross-functional teams and in alignment with Strategic Planning and Management's technology and data projects and portfolio. Plans, coordinates and monitors scope, requirements, schedules, budgets, resources, tasks, risks, staff and deliverables. Monitors the project from initiation through completion. Organizes and leads activities relating to the management and completion of projects. Partners with UDAR Data, Solutions, Technology, and Development teams and business clients to support adherence to standards.

Application Review Date

The First Review Date for this job is: 9/7/2024

Responsibilities

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Applying Project Management Methodology:

Applies advanced technical project management concepts using the various PM methodologies with a full understanding of its practices in delivering iteratively and incrementally throughout the projects life cycles; manages complex projects and delivers project objectives. Proven successful use of Agile, Waterfall, Lean, etc. PM methodologies.

Developing and Implementing Project Management Tools and Proposals:

Technical Project Manager with a high degree of knowledge in the field and recognized expertise in the development and implementation of tools. Leads parallel projects in alignment and support of the database conversion initiative. Engages with other program and project managers within UDAR's technical PM community. Initiates, designs and leads project proposals and reports.

Project Management Leadership & Oversight:

Has overall project management responsibility. Assembles and directs large project teams, develops detailed project plans and schedules and monitors budget and resources. Directs project activities with the goal of completing the project on schedule and within budget constraints. Interacts with internal personnel at all levels. Oversees the project from initiation through delivery including system integration, project and campus communications, interaction with vendors and managing risk.

Organizational Project Management Alignment:

Technical Project Management leader who aligns projects and programs with broad organizational strategic goals. Has function-specific and/or domain-specific knowledge to make informed decisions. Understands macro and micro influences in the advancement community and actively seeks alternative paths to minimize complexity.

Professional Development:

Participates in professional development related to this field to enhance knowledge, expertise and efficiency for data management work.

Required Qualifications

- Minimum of three years experience competently selecting, applying, and implementing project management methods and techniques.
- Minimum of three years of experience demonstrating the capacity to anticipate project obstacles

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and plan for contingencies, with a proven ability to adapt and creatively solve problems.

- Demonstrated attention to detail. Demonstrated ability to determine relevance and prioritize tasks.
- Verbal and Written Communication; requires a high level of professionalism and ability to communicate successfully with a variety of colleagues at all levels within the organization.
- Proven leadership ability. Effective problem solving skills. Demonstrated ability to put forth persuasive arguments and influence shared decision-making.
- Effective skill at tracking effort and project progress. Demonstrated highly advanced organization and project management skills. Demonstrated strong conceptual and planning skills to analyze projects of broad and diverse scope. Understands the cost impact of projects, project tracking tools and metrics.
- Experience leading a team of technology professionals.
- Demonstrated ability to integrate critical information across disciplines. Understands how projects relate to other business strategies and initiatives.
- Proven ability to manage internal and external resources in meeting project objectives
- Demonstrated ability to track and report project and program budget expenses and progress.

Education Level

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

Licenses/Certification Details

- PMP Certification

Preferred Qualifications

- Knowledge of fundraising concepts and practices.
- Familiarity with current industry trends in both advancement and IT.
- Previous experience with planning, design, and implementing solutions for Data Warehouse, Document Management, and Salesforce Marketing Cloud.

Salary & Benefits

This is a 3-year, full-time (40 hours/week) contract appointment, eligible for UC benefits. This is a monthly paid, exempt position.

For information on the comprehensive benefits package offered by the University, please visit the

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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 $130,000 - $143,000, commensurate with experience.

- This position is eligible for up to 95% remote work.
- 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 poster.

The University of California's Affirmative action policy.

The University of California's Anti-Discrimination policy.

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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

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