Development Associate (7546U), College of Environmental Design (CED) - 72986
University of California, Berkeley

Job Title	Development Associate (7546U), College of Environmental Design (CED) - 72986
Department	College of Environmental Design
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement Communications/Public Relations Alumni Relations
Apply Online Here	https://apptrkr.com/5646099
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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 College of Environmental Design offers an environment to collaborate and innovate with others committed to creating a welcoming home for design & research excellence toward environmental resilience and equity. CED is comprised of faculty, students and staff with an impressive set of backgrounds and talents. We believe in the importance of supporting an inclusive environment that values community and builds its strength from a diversity of views and expertise. There are approximately 50 faculty, 90 adjunct and unit 18 faculty, 1250 undergraduate and graduate majors, and approximately 50 total staff. The college budget is approximately $33M.

The College of Environmental Design (CED) is a multifaceted with three departments (architecture, city & regional planning, and landscape architecture & environmental planning) and an institute that holds degree programs (Institute of Urban and Regional Development); undergraduate, professional graduate and research doctoral degree programs; a suite of highly regarded summer design institutes; widely recognized environmental design archives; computing and fabrication facilities; and a building

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with an auditorium, classrooms, studios, labs, research centers, library, archives and a cafe.

The Development Associate is a critical support role within the Development and Alumni Relations team at the College of Environmental Design. The position is integral to donor stewardship and alumni relations efforts, including external communications and events. Reporting to the Assistant Dean, Development and Alumni Relations, the position is designed to provide administrative support and project management for the team.

This is a one-year contract position

Application Review Date

The First Review Date for this job is: 9/30/24 - Open Until Filled

Responsibilities

This is a one-year contract position

40% - Oversees CED acknowledgment process and stewardship program, including serving as liaison for University Development and Alumni Relations (UDAR) on endowment and current-use student and faculty support reporting. Responsibilities include managing CED stewardship calendar, acknowledgment process within CED and in partnership with UDAR. Serve as CED point person for UDAR Donor Relations gatherings.

25% - Manages and plans select donor events, including logistics from coordinating vendors to sending invitations, from post event thank you emails to attendance list upload to database. May provide administrative support for Homecoming and Wurster Society events.

20% - Supports CED's development and alumni relations digital presence, including management of online giving pages on give.berkeley.edu, e-communications via marketing cloud, and CED participation in campus-wide online mentorship platform.

10% - Provides administrative support, including purchasing, international travel arrangements, donor meeting logistics, preparation of donor and event briefings, CADS list request pulls, and oversight of the CED D+AR email and google drive.

5% - Engage in professional learning and growth opportunities, and actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB)

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within the unit and at CED.

Required Qualifications

- Working knowledge of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques.
- Working knowledge of applicable laws, rules, regulations, policies, etc.
- Good written and interpersonal communication skills to establish and maintain good working relationships throughout the organization and with outside constituencies.
- Good organizational, analytical and critical thinking skills.
- Skills in maintaining confidentiality.
- Thorough knowledge of computer and database systems to facilitate research, pull data, and to prepare donor reports and proposals.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Knowledge of fundraising/philanthropy and donor relations concepts, principles, and practices.
- Knowledge of the UC Berkeley campus, its vision, mission, goals, objectives, achievements, issues of concern and infrastructure.
- Experience working in Adobe, Canva, or other design software.
- Experience working in CADS, Salesforce, or similar database systems.

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 salary or hourly range that the University reasonably expects to pay for this position is

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$42.15 - $47.89.

This is a one-year contract position. Contract positions may be extended based on operational demand. Contract positions are eligible to participate in the health and welfare programs offered by UC Berkeley.

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/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

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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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