

Assistant Director, Development+Alumni Relations  
(7547U), College of Environmental Design (CED) -  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=245378>

Downloaded On: Nov. 23, 2024 6:30am

Posted Sep. 18, 2024, set to expire Jan. 15, 2025

<b>Job Title</b>	Assistant Director, Development+Alumni Relations (7547U), College of Environmental Design (CED) -
<b>Department</b>	College of Environmental Design
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 18, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Associate/Assistant Director
<b>Academic Field(s)</b>	Institutional Advancement Communications/Public Relations Alumni Relations
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**Job Description**

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**Assistant Director, Development+Alumni Relations (7547U) Job 72988 - College of Environmental Des**

### 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

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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](http://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

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

The Assistant Director of Development + Alumni Relations leads alumni relations and annual giving initiatives for the College of Environmental Design. This position is responsible for developing CED's donor pipeline through effective communications, cultivation, stewardship, and alumni engagement practices. The Assistant Director leads CED's annual giving strategy, including Big Give and partnering with University Development and Alumni Relations. In addition, this staff member manages a small portfolio of leadership giving donors and CED's giving society. This position reports to the Assistant Dean, Development and Alumni Relations.

### Application Review Date

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

### Responsibilities

**35% Fundraising** - Personally manage a portfolio of leadership level prospects with a capacity of up to \$100K. Identify and qualify prospective donors. Cultivate, solicit and steward gifts of \$1K+. Fundraising work may include attending evening or weekend events and meetings.

**30% Annual Giving** - Lead all aspects of CED annual giving fundraising efforts, including developing and executing e-solicitations, serving as the CED liaison for University Development and Alumni Relations (UDAR) on direct mail response and telemarketing campaigns, Big Give, crowdfunding campaigns, and annual giving impact statements. Manage CED's Wurster Society, annual giving calendar, track and report fundraising results. Serve as CED point person on the Annual Giving Roundtable working group.

**15% Alumni Relations** - Manage CED's alumni programs, including Homecoming and Bauer Wurster Society events. Develop and implement programming and communications that support alumni connections to CED. Serve as CED point person on Berkeley Alumni Engagement Group.

**15% Communications** - Manage Give Pages on CED website, including writing content and coordinating with CED's communications team. Donor communications efforts include writing newsletter content and custom stewardship and program impact reports.

**5% Professional development** -

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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) within the unit and at CED.

### Required Qualifications

- Thorough working knowledge of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques.
- Strong written and interpersonal communication skills to establish and maintain good working relationships throughout the organization and with outside constituencies.
- Strong knowledge of applicable laws, rules, regulations, policies, etc.
- Strong organizational, analytical and critical thinking skills, including skills in creative and effective decision-making and problem identification / avoidance / resolution, and project management skills.
- Strong skills in maintaining confidentiality.
- Skills to meet or exceed fundraising objectives and goals.
- Bachelor's degree in related area and / or equivalent experience / training.

### Preferred Qualifications

- Knowledge of the UC Berkeley campus, its vision, mission, goals, objectives, achievements, issues of concern and infrastructure.

### 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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\$110,000 - \$130,000.

### 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](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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