Development Associate (7546U) - College of Engineering
University of California, Berkeley

Job Title	Development Associate (7546U) - College of Engineering
Department	College of Engineering
Institution	University of California, Berkeley
	Berkeley, California
Date Posted	Nov. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement
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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

The College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 247 regular faculty members, 2,421 graduate students and 4,320 undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley Campus.

The College Relations Department supports the College's core projects and programs through marketing, communications, and private fundraising efforts designed to reach over 60,000 alumni, friends, students, foundations, and corporate partners. During the Light the Way campaign the College of Engineering received $900 million in private gifts and is consistently among the top fundraising units within the university.

The Development Associate supports the College's high-impact fundraising program and contributes to the team's high-level fundraising priorities. The position reports to the Director of Donor Relations and Campaign Operations (DRCO). Responsibilities include assisting in developing materials for the College's leadership and major benefactors, organizing related programs and projects, communicating

donor impact and fund utilization on a regular schedule.

Application Review Date

The First Review Date for this job is: November 14, 2024

Responsibilities

35% Donor Relations and Major and Leadership Annual Gifts Support:

- As a key member of the DRCO team, assist in the development of high-level proposals, presentations, site visits, board meetings, and other special events to meet key fundraising objectives.
- Develop and design materials in collaboration with fundraisers and stewardship colleagues, including proposals, agendas, briefings, background information, slide deck presentations, and tailored correspondence for major donors and prospects.
- Support stewardship efforts through coordinating thank you notes, donor follow-ups, event invitations, and assisting in tailored, in-house donor mailings.
- Assist in preparation for donor meetings, including preparing briefing materials and ensuring all logistics are in place.
- Provide support for the Executive Director of Development in their portfolio management and associated communications as requested.

35% Project Management & Administrative Operations:

- Partners with DRCO team to implement and administer fundraising projects, programs, and events in support of the College's Development Program, often with college and campus partners.
- Provide project management assistance for development campaigns, including coordinating timelines, tracking deliverables, and ensuring deadlines are met.
- Participate in short- and long-range planning, coordinating fundraising processes and tracking for the team.
- Organize and maintain digital filing systems; ensuring transparency and access to key documents for the frontline fundraising team.
- Complete expense reports, reimbursements, subscriptions, and vendor payments in a timely and accurate manner.
- Assess office procedures and practices, recommend enhancements for efficiency and effectiveness, and manage implementation.

10% Research; Data Analysis:

- Work with the Development team to identify needs for complex data, refine and articulate those needs, and work with Prospect Management and in-house data team to design and deliver effective reports.
- Provide reports on fundraising goals (tracking gifts to solicit and close, year-to-date totals, etc) as requested.
- Ensure that recorded donor data and designations are accurate and complete.
- Conduct or obtain research on individuals and companies to support proposal development or meeting briefings.
- Research and analyze metrics to illustrate fundraising-program trends, impact of activities, and results.
- Assist in tracking and managing donor data in the CRM system, ensuring accurate and timely data entry.

10% Event Planning; Execution:

- Assist with special events, including luncheons, dinners, small receptions, and high-level board meetings, in collaboration with the Donor Relations and Campaign Operations teams.
- Provide on-site event support as needed, ensuring smooth execution of events involving major donors.
- Attend major events to assist in their execution, involving direct interaction with alumni, volunteers, and donors.

10% Office Planning; Team Coordination:

In consultation with the Director of Donor Relations and Campaign Operations, manages office wide projects and keeps initiatives on track.

Works with Development team leaders to develop agenda for weekly meetings with Development Team including the Executive Director of Development, Director of DRCO, and individual meetings with Development Team members. Attend selected meetings and assist with follow-up.

Required Qualifications

- Bachelor's degree in related area and/or equivalent experience/training.
- Working knowledge of fundraising, donor relations, and public relations concepts, principles,

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procedures, and techniques
- Excellent written, oral and interpersonal communication skills, including political acumen, to build and maintain effective working relationships at all organizational levels and with outside constituencies.
- Excellent analytical and critical thinking skills, including skill in creative and effective decision-making and problem identification/avoidance/resolution.
- Ability to handle sensitive information with precision and in a confidential manner.
- Highly detail oriented with a critical degree of accuracy.
- Outstanding customer service ethic for working with campus donors.
- Working knowledge of computer and database systems, to facilitate research, extract meaningful data for program analysis, and prepare documents and presentation materials.
- Thorough project-management skills.

Preferred Qualifications

- Knowledge of the campus, including its vision, mission, goals, objectives, achievements, programs, faculty activities, and infrastructure.
- In-Design and Adobe suite experience highly preferred.
- Thorough knowledge of Canva, Asana or similar project management software, and Google Suite.

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 $34.77 to $41.19 hourly. Salary will be commensurate with experience. This is a 100% FTE career position eligible for full benefits. This position is FLSA Non-exempt and paid biweekly.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name**and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

Other Information

The College Relations Engineering team embraces flexible working arrangements for its employees. This role is eligible for a flexible/hybrid work plan, but is expected to be based in the Bay Area. The team enjoys in-office anchor days on Tuesdays.

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

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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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