

Senior Analyst (7399U), Major Gifts, East Coast &  
Emerging Regions - 75664  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252119>

Downloaded On: Mar. 12, 2025 7:11am

Posted Jan. 27, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Senior Analyst (7399U), Major Gifts, East Coast & Emerging Regions - 75664
<b>Department</b>	University Development and Alumni Relations
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 27, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Institutional Advancement Fiscal Services Finance/Investment Management
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**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

## Departmental Overview

### University Development and Alumni Relations Overview

University Development and Alumni Relations (UDAR), increases support for and enhances knowledge of UC Berkeley through communications, public outreach, and fundraising. UDAR is responsible for fundraising and donor engagement, and works to strengthen unit development offices by consulting and partnering with campus fundraisers. UDAR also handles a range of central activities and services encompassing events, communications, stewardship, prospect development, gift management, database management, and more.

The East Coast and Emerging Regions team within the Major Gifts team at UC Berkeley is the central resource for setting and implementing campus development and fundraising strategy in fundraising regions outside of California. The East Coast team interfaces and collaborates with a broad range of campus divisions and encompasses major gift fundraising from individuals and foundations.

## Position Overview

The University of California, Berkeley seeks a **Senior Development Analyst** to provide high-level, comprehensive operational and analytical partnership with major gift officers on the East Coast and Emerging Regions Major Gifts team in order to further the fundraising goals of the team on behalf of the campus and ensure the smooth execution of all activities.

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This position is responsible for performing a wide range of duties to ensure efficient daily operations, effective administration, and strategic growth of the East Coast and Emerging Regions team. This person serves as a key strategic partner for external and internal constituencies including alumni, donors, faculty, internal development colleagues, and campus leadership. This position serves as an expert facilitator and collaborator by sourcing, sharing and incorporating various types of data and inputs from multiple sources to ensure the campus' fundraising strategy in major gift territories is data-driven. This person works independently with minimal supervision in a fast-paced work environment with multiple and changing priorities and anticipates and resolves problems.

### **Application Review Date**

The First Review Date for this job is: February 7, 2025

### **Responsibilities**

#### STRATEGIC PLANNING AND PROJECT MANAGEMENT

- Actively contributes to the completion of revenue goals by project managing key programs and strategies that drive revenue growth and pipeline efficiency.
- Uses project and task management tools, software, and techniques to oversee all major projects on the team. Manages and leads major gift officer participation and tasks within each project.
- Serves as a key strategic planning partner to the Deputy Director. Operationalizes and oversees the completion of the team's annual strategic plan.
- Participates as a key thought partner and advisor to major gift officers on the team through program ideation, planning, and execution.

#### DATA MANAGEMENT AND ANALYSIS

- Develops strategies to track and analyze results of development activities, solicitation assignments, and progress toward fundraising goals.
- Reports on overall fundraising program results to internal and external constituencies.
- Recommends additional data collection and reporting requirements.
- Collaborates with Prospect Development, Advancement Information Management, and other colleagues to ensure that donor biographic and contact information remain up-to-date in the donor database.
- Ensures that all development activities are accurately recorded in the donor database.

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## COMMUNICATIONS AND COLLATERAL DEVELOPMENT

- Prepares briefing materials and trip itineraries for campus leadership and faculty. This includes establishing internal and external deadlines, collaborating with Prospect Research staff and internal stakeholders, formatting and finalizing drafts, and compiling and sharing briefing materials.
- Drafts proposals in conjunction with major gift officers based on prospect and donor interests. Collaborates with unit partners to ensure accurate presentation of giving opportunities. Drafts correspondence and contact reports on behalf of senior leadership.

## PORTFOLIO MANAGEMENT AND PROSPECT RESEARCH

- Works closely with Prospect Development team in managing requests related to research needs and updating gift officer portfolios.
- Develops in-depth knowledge of donor prospects in the team portfolios and makes strategy recommendations where appropriate.
- Identifies donor prospects in partnership with Prospect Development for special projects and strategic initiatives.
- Assists gifts officers in coordinating strategy meetings, overseeing meeting logistics, agenda preparation, and materials.

## EVENT COORDINATION

- Creates event request structure, criteria and rollout strategy for key stakeholders. In collaboration with External Relations, provides comprehensive project management in executing donor events, including:
  - Tracking and implementing event deadlines
  - Partnering with Prospect Development to create invitation lists
  - Monitoring and analyzing RSVPs
  - Coordinating gift officer outreach to prospects
  - Producing or providing input on event communications, including briefings for attending faculty and staff, invitations, follow-up correspondence, and other collateral.
- Assists with follow-up communication for events with fundraisers and academic partners.

## PROGRAM AND STAKEHOLDER RELATIONSHIP MANAGEMENT

- Develops an in-depth knowledge of regional development activities and key donor and alumni stakeholders. Serves as a key representative for the region to both internal and external

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constituencies.

- Monitors and documents program activities for the region, maintaining regional internal and external event calendar and tracking campus leadership and faculty travel.
- Coordinates campus visits and tours for prospective and current donors.
- Proactively identifies opportunities to improve the operations of responsibilities managed.
- Coordinates work of support staff in meeting program deliverables and goals.
- Provides strategic proposals for East Coast Major Gift team group projects and collaborative work.
- Manages a part-time student worker.

### Required Qualifications

- Minimum of 3 years of experience applying working knowledge of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques in a philanthropic and analytically-focused role.
- Minimum of 2 years of experience using effective techniques and methodologies of donor/prospect research, with a focus on the unique requirements and needs of donor/prospect research work.
- Working knowledge of the campus, its vision, mission, goals, objectives, achievements and infrastructure.
- Working knowledge of applicable laws, rules, regulations, policies, etcetera.
- Demonstrated ability to apply excellent analytical and information management skills, including the ability to conduct research in multiple databases and systems and manage information using Excel and other tools. Strong experience with Microsoft Excel and Google Spreadsheets is a plus.
- Exceptional written, oral, and interpersonal communication skills to establish and maintain good working relationships throughout the campus and with external constituencies.
- Excellent project management skills, and a working knowledge of project management tools, techniques, and systems. Experience leading projects with a wide array of stakeholders, and managing complex and at times competing deadlines.
- Strong organizational skills and demonstrated ability to manage multiple tasks and projects simultaneously, meet deadlines with minimal supervision, and proactively keep all collaborators informed of project progress.
- Experience using and maintaining relational databases (familiarity with Salesforce a plus).
- Strong computer skills (Google OfficeSuite, MS Word, Excel, Outlook) with a proven ability to learn new technical skills quickly and proficiently.
- Entrepreneurial, curious and creative.
- Sound judgement in situations requiring independent decision-making and in handling confidential and sensitive material.

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### Education Level

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

### 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 \$103,000 - \$123,000, commensurate with experience.

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.
- This position is Bay Area-based and eligible for 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities, department needs and travel expectations, and are subject to change.

### Other Information

- This position is not eligible for Visa sponsorship.

### 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

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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.

### **Misconduct Disclosure**

#### **Misconduct**

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

#### **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](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

University of California, Berkeley

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