

Acknowledgment Service Program Coordinator (6299U),  
University Development and Alumni Relations - 7  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254878>

Downloaded On: Apr. 1, 2025 9:12pm

Posted Mar. 26, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Acknowledgment Service Program Coordinator (6299U), University Development and Alumni Relations - 7
<b>Department</b>	University Development and Alumni Relations
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 26, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator Professional Staff
<b>Academic Field(s)</b>	Institutional Advancement
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6102662">https://apptrkr.com/6102662</a>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Acknowledgment Service Program Coordinator (6299U), University Development and Alumni Relations - 7**

### 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.

Acknowledgment Service Program Coordinator (6299U),  
University Development and Alumni Relations - 7  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254878>

Downloaded On: Apr. 1, 2025 9:12pm

Posted Mar. 26, 2025, set to expire Jul. 1, 2025

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 (UDAR) strengthens Berkeley's excellence through engagement with alums, 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's philanthropic advancement strategies and works to strengthen unit development in partnership with campus fundraisers. UDAR handles a range of central activities and services encompassing communications, stewardship, prospect development, and gift management.

### Donor Relations

An active advocate for donor interests at Berkeley, the Donor Relations team manages an array of programs that acknowledge and recognize donors for their giving in meaningful ways, report to them on the impact of their philanthropy, and deepen their engagement with the campus.

### Position Overview

The **Acknowledgment Service Program Coordinator** uses skills as a seasoned, experienced professional in alignment with industry practices and campus policies and procedures to implement specific plans for consistent, baseline acknowledgments at the annual gift level on a mass scale to enhance the campus's relationships with donors. Completes the operational fulfillment aspects of the Acknowledgment Service Program to ensure timely and accurate donor communications by running and analyzing complex reports and coordinating the delivery of unit acknowledgments. Working with

Acknowledgment Service Program Coordinator (6299U),  
University Development and Alumni Relations - 7  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254878>

Downloaded On: Apr. 1, 2025 9:12pm

Posted Mar. 26, 2025, set to expire Jul. 1, 2025

team members and campus partners, provides basic analysis of program trends and results, and assists in developing program reporting materials.

### **Application Review Date**

The First Review Date for this job is: April 8, 2025

### **Responsibilities**

- Develops and implements programs and communication strategies designed to acknowledge donors for their campus philanthropy. Under general supervision and exercising limited discretion and professional judgment, administers the Acknowledgment Service Program. Serves as the intake point for gifts meeting acknowledgment criteria for the Acknowledgment Service Program's unit clients, researches gifts and donors as needed according to the standard process of the department, posts a record of the acknowledgments to the campus's advancement database once acknowledgments are sent, and conducts analysis of giving activity and responses to acknowledgments.
- Responsible for operational activity of the Acknowledgment Service Program, including preparation and delivery of digital and physical acknowledgments in a format and according to the schedule agreed upon with unit clients. Implements updates to acknowledgment content and prepares special donor communications such as annual recurring gift acknowledgments and others that arise. Participates in activities related to the onboarding of new unit clients and maintenance of relationships with existing clients.
- Maintains program-related tracking documents and provides basic analysis of program trends. Generates data needed for the operations of the Acknowledgment Service Program. Coordinates with the Acknowledgment Programs Manager to submit report maintenance and update requests to Information Strategy and Analytics as needed. Collects data related to program operations and suggests enhancements and improvements based on findings.
- Manages donor and gift data integrity by researching gift information and submitting update requests. Handles special projects/assignments related to acknowledgment activity and involving interaction with donors as required.

### **Required Qualifications**

- Minimum of one year of experience applying knowledge of the basic concepts, principles, and procedures of building and maintaining effective relations with internal and external constituencies.
- Minimum of one year of experience applying thorough research, analytical, and critical thinking

Acknowledgment Service Program Coordinator (6299U),  
University Development and Alumni Relations - 7  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254878>

Downloaded On: Apr. 1, 2025 9:12pm

Posted Mar. 26, 2025, set to expire Jul. 1, 2025

skills, including sound judgment and decision-making skills and the skill to correctly identify real and potential problems, advising management as required, and proposing effective strategic resolutions.

- Minimum of one year of experience demonstrating strong knowledge of Microsoft Office suite including formulas, conditional formatting, sorting, and mail merges.
- Thorough knowledge of the campus, its mission, goals, objectives, programs, achievements, infrastructure, and issues of concern.
- Thorough written, verbal, and interpersonal communications skills, as well as the tact and political acumen to effectively represent the campus.
- Skill in project management and meeting deadlines.

#### Education Level

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

#### Preferred Qualifications

- Experience with Salesforce Marketing Cloud, Excel Macros, SQL, and/or HTML.
- Experience with or training in operational clerical work, customer service, or database management.

#### 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 that the University reasonably expects to pay for this position is \$77,000 - \$83,000, commensurate with experience.

- This is an exempt, monthly paid position, eligible for UC benefits.

Acknowledgment Service Program Coordinator (6299U),  
University Development and Alumni Relations - 7  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254878>

Downloaded On: Apr. 1, 2025 9:12pm

Posted Mar. 26, 2025, set to expire Jul. 1, 2025

### **Other Information**

- This is not a visa opportunity.
- This is a Bay Area/Northern CA-based position.
- This position is eligible for up to 80% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### **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.



Acknowledgment Service Program Coordinator (6299U),  
University Development and Alumni Relations - 7  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254878>

Downloaded On: Apr. 1, 2025 9:12pm

Posted Mar. 26, 2025, set to expire Jul. 1, 2025

## Misconduct Disclosure

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](#)



Acknowledgment Service Program Coordinator (6299U),  
University Development and Alumni Relations - 7  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254878>

Downloaded On: Apr. 1, 2025 9:12pm

Posted Mar. 26, 2025, set to expire Jul. 1, 2025

### 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

University of California, Berkeley

,