

Development Associate (7547U), Office of the Vice
Chancellor for Research - 77102
University of California, Berkeley

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Posted Apr. 15, 2025, set to expire Jul. 1, 2025

Job Title	Development Associate (7547U), Office of the Vice Chancellor for Research - 77102
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement Communications/Public Relations
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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.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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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

The Office of the Vice Chancellor for Research has overall managerial responsibility for Berkeley's research enterprise and facilitates interdisciplinary research across the university with a focus on supporting overall research excellence and new emerging ideas as well as the most promising approaches to innovation and entrepreneurship. It seeks to maintain a research environment that fosters creativity, collaboration and community. Its specific goals are to provide effective support for campus-wide research efforts; to advocate for research needs and resources; and to maximize the benefits of Berkeley's research to the scholarly community and the general public. In support of these goals, the Office of the Vice Chancellor for Research oversees over fifty research institutes, centers, museums, and field stations; administers the flow of research funding to the Berkeley campus; ensures the compliance of campus research with federal, state and university regulations; and facilitates relations between University researchers and private industry that include tech transfer as well as innovation and entrepreneurship programs.

Position Summary

The Development Associate performs a variety of high-level tasks in support of the Vice Chancellor for Research fundraising programs. The Associate is responsible for a comprehensive stewardship program and provides support for prospect and donor meetings; identifying and researching the background of potential prospects, developing additional information on targeted prospects, and tracking prospect and donor "moves" in the campus-wide development database. The Development Associate also creates and maintains publicity and outreach materials (web-based and in print) that

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highlight the breadth and depth of UC Berkeley's research programs. These activities support the cultivation and solicitation of donors capable of making significant gifts to UC Berkeley. The Development Associate will work in close collaboration with colleagues across the campus as well as in University Development and Alumni Relations (UDAR). May manage a portfolio of annual leadership gift prospects who have the capacity to give \$25K or more and raises funds in the \$50-250 K range once established with an appropriate portfolio.

Application Review Date

The First Review Date for this job is: 04/24/2025. This position is open until filled.

Responsibilities

Stewardship

- Oversees stewardship program for donors to campus research centers and institutes and maintains records of donor stewardship mailings and contacts.
- Reviews routine gift documentation.
- Handles special projects/assignments involving interactions with alumni volunteers and donors.

Publicity/Outreach

- Helps develop donor proposals and briefing materials.
- Prepares outreach, marketing and fundraising materials - both for web publication and occasionally also in print.
- Assists with updates and maintenance of outreach and fundraising materials.
- Manages event collateral (e.g. invitations, thank you notes etc.).

Fundraising and Outreach Event Coordination

- Plans and executes event logistics including program planning and scheduling, invitation development and distribution.
- Receives RSVPs and manages attendance lists.
- Compiles meeting packages to support donor cultivation and solicitation, including agendas, talking points, donor briefings, etc. as required.
- Gathers follow-up actions from attendees and helps to coordinate follow-up, as appropriate.
- Attends events to ensure smooth event implementation.

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Major Gift Prospect and Donor Research

- Conducts research on alumni, friends, corporations, and foundations to inform donor and prospect strategies.
- Works in close collaboration with UDAR prospect analyst team to review and maintain strong prospect pool pipelines of major and principal donors with significant giving capacity.
- Compiles "short lists" of qualified prospects and conducts targeted, in depth, research on selected individuals who are on a tight solicitation track.

Reporting

- Develops and maintains reports, providing basic analysis of program trends, and short- and long-range results.
- Runs reports from campus-wide database in support of prospect research, event planning and prospect management.
- Data entry and updates to campus-wide fundraising database, including event follow up etc.

Required Qualifications

- Thorough working knowledge and understanding of fundraising, donor relations and public relations concepts, principles, techniques, procedures and practices.
- Thorough working knowledge of and/or can quickly learn the campus, including its vision, mission, goals, objectives, achievements and infrastructure.
- Thorough knowledge of applicable laws, rules, regulations, policies, et cetera.
- Thorough written, oral and interpersonal communication skills, including political acumen, to build and maintain effective working relationship at all organizational levels and with outside constituencies.
- Thorough analytical and critical thinking skills, including skill in creative and effective decision-making and problem identification/avoidance/resolution.
- Thorough project management skills.
- Skills to meet or exceed fundraising goals and objectives.
- Strong organizational skills and demonstrated ability to prioritize, exercise initiative, perseverance and sound judgment.
- Excellent computer skills with proficiency in word processing, spreadsheets, graphic design and online applications, as well as tools to facilitate virtual and hybrid meetings.
- Experience in creating, maintaining and updating outreach and publicity materials, including

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graphic design.

- Experience working in a fast-paced environment while maintaining excellent attention to detail.
- Demonstrated ability to maintain strict confidentiality.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly at an annual rate and is eligible for UC 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 annual salary range that the University reasonably expects to pay for this position is \$90,000.00 - \$140,000.00. The full range for this classification is \$88,900.00 - \$163,900.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Conviction History Background

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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.

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

https://apptrkr.com/get_redirect.php?id=6141290&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

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The [University of California's Anti-Discrimination policy](#).

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 E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

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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