

Discovery Officer (7546U), Annual Programs, University  
Development and Alumni Relations - 77086  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255706>

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

**Job Title** Discovery Officer (7546U), Annual Programs,  
University Development and Alumni Relations -  
77086

**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  
Alumni 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.

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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 (UDAR)

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.

### Office of Annual Programs Overview

The Office of Annual Programs within UDAR, is the university's largest fundraising department and is responsible for engaging thousands of alumni, parents, and students as donors and volunteers each year. The goals of this department are to: 1) increase the number of annual donors, 2) significantly raise the amount of discretionary funds for the Chancellor, the deans and program directors, and 3) identify campaign/major donors for the campus. Programs include the Parent and Family Philanthropy program, Pipeline Development, and Direct Response Marketing. The department is made up of 33+ employees and raises \$13-\$15 million in private contributions from 40% of campus donors each year.

## Position Overview

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The **Discovery Officer** will work with the Pipeline Development team to design and support fundraising programs and individual portfolios. It will implement specific plans for leadership giving and alumni relations activities. It will also involve planning, administering, and implementing an established fundraising strategy or program of limited scope or complexity. This position provides in-depth analysis of programs, trends and results. It assists with developing materials and creating custom reports. The Discovery Officer provides key data analytic, project management, and research support for Leadership Giving fundraising programs, as well as the Pipeline Growth Qualification Journey program. They will manage a portfolio of 500+ prospects and will make annual asks throughout the fiscal year.

### Application Review Date

The First Review Date for this job is: April 2, 2025

### Responsibilities

- Maintain a portfolio of up to 500+ prospects with the purpose of qualification and cultivation outreach through the fiscal year. Responsible for conducting qualification visits via Zoom and phone. May conduct annual solicitation via email throughout the fiscal year.
- Develops and maintains fundraising reports on Pipeline Development and Pipeline Growth program activities and results, providing information on fundraising program trends and analysis of data. Maintains accurate donor prospect information in CADS database.
- Prepares fundraising support materials for specific fundraising activities and/or assists in donor communication materials such as writing, speaking, and/or telephoning. This includes but is not limited to the oversight and execution of donor qualification journeys.
- Pull data sets, run reports, code and track key milestones for donor Qualification Journeys. Conducts qualification interviews for donor Qualification Journeys. Complete all donor prospect follow up and documentation requirements in a timely manner. Supports data input requirements to maintain the Qualification Journey metric dashboard to measure fundraising totals. Handles assignments and special projects involving direct interaction with donor prospects, donors, and alumni.
- Handles special donor projects/assignments involving direct interaction with alumni/parent volunteers, donors, and various campus fundraising partners.

### Required Qualifications

- Working knowledge of fundraising, donor relations, and public relations concepts, principles,

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procedures, and techniques.

- Available for some evening and weekend work.
- Ability to use standard computer technology.
- Excellent written, oral, and interpersonal communication skills to establish and maintain good working relationships throughout the organization and with outside constituencies.
- Good organizational, analytical and critical thinking skills.
- Skills in maintaining confidentiality.
- Strong interpersonal skills and ability to work collaboratively with others to achieve common goals.
- Demonstrated ability to work both independently and as part of a team.

### Preferred Qualifications

- High energy level, enthusiasm, sense of humor and flexibility.

### 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 \$38.31 - \$45.02 per hour, and is commensurate with experience, salary placement guidelines, and staff equity in UDAR and on the Berkeley campus.

- This position is an **18-Month Contract** position.
- This is a 100% full-time (40 hours a week) non-exempt position, which is paid hourly and eligible for UC Benefits.

### Other Information

- This is not a visa opportunity.

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- 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.

### **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](#)

### **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



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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

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