

**Donor Engagement Coordinator (6292U), Intercollegiate
Athletics - 78417
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=257227>

Downloaded On: May. 22, 2025 11:56am

Posted May 21, 2025, set to expire Jul. 1, 2025

Job Title	Donor Engagement Coordinator (6292U), Intercollegiate Athletics - 78417
Department	Intercollegiate Athletics
Institution	University of California, Berkeley Berkeley, California
Date Posted	May 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator Professional Staff
Academic Field(s)	Institutional Advancement
Apply Online Here	https://apptrkr.com/6240679
Apply By Email	

Job Description

Image not found or type unknown



Donor Engagement Coordinator (6292U), Intercollegiate Athletics - 78417

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

Donor Engagement Coordinator (6292U), Intercollegiate
Athletics - 78417
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257227>

Downloaded On: May. 22, 2025 11:56am

Posted May 21, 2025, set to expire Jul. 1, 2025

Donor Engagement Coordinator (6292U), Intercollegiate
Athletics - 78417
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257227>

Downloaded On: May. 22, 2025 11:56am

Posted May 21, 2025, set to expire Jul. 1, 2025

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 Department of Intercollegiate Athletics supports 30 varsity sports and 850 student-athletes. Athletics provides an excellent student-athlete experience and is competitive at the highest level. The Cal Athletics Fund (athletics development office) has a staff of approximately 20 and within the scope of this office the staff is charged with raising more than \$30 million in commitments annually. The staff executes more than 200 donor-related events annually that range from intimate donor dinners to massive gala events with hundreds of attendees. The CAF is also charged with donor stewardship efforts for more than 6,000 donors a year.

Position Summary

The Donor Engagement Coordinator is a key member of the Cal Athletics Fund team. This role will provide support to the development office, particularly to our Donor Engagement team. The Coordinator will be an important team member in providing assistance to our event managers, stewardship, communication and marketing team members as well as the unit as a whole. The Coordinator will be critical to ensuring our office and donor engagement efforts run efficiently and our alumni are provided a positive experience when interacting with the Cal Athletics Fund.

Application Review Date

The First Review Date for this job is: 06/02/2025.

Responsibilities

**Donor Engagement Coordinator (6292U), Intercollegiate
Athletics - 78417
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=257227>

Downloaded On: May. 22, 2025 11:56am

Posted May 21, 2025, set to expire Jul. 1, 2025

- Plans and manages simple events involving guests from multiple sources such as other public institutions, research institutions, private sector interests, alumni, and interested donors identified by the advancement or development office.
- The incumbent supports the planning and organizing of events; such as identifying potential event locations and vendors, briefings, event budgets, guest lists and post event debrief.
- Coordinate office operations and support the Cal Athletics Fund office.
- The incumbent assists the donor engagement team with stewardship and communications efforts.
- The incumbent works with a wide range of people to include athletics staff, major donors, student-athletes, University personnel and the leadership members.
- Supports our events team in executing smooth-running, effective events, including successfully recognizing and resolving potential and real problems in a timely manner using tact, sensitivity, discretion and political acumen.
- Other duties as assigned, including professional development.

Required Qualifications

- Thorough knowledge and understanding of concepts, principles and practices of event planning and public relations, including event design, organization and production.
- Thorough knowledge of and/or can quickly learn the campus, its vision, mission, programs, policies, achievements and infrastructure.
- Knowledge of and/or can quickly learn University policies and procedures relating to the use of University facilities, event management and presentation.
- Demonstrates good judgment in making decisions and managing events.
- Skill in effectively meeting budget and time constraints.
- Demonstrated organizational and project management skills to work successfully with clients to produce high quality events that meet client needs and appropriately represent the campus for fundraising events.
- Skills to provide excellent donor stewardship.
- Highly developed interpersonal communication skills including political acumen and social perceptiveness.
- Excellent verbal and written communication skills to effectively communicate with a broad spectrum of stakeholders with competing priorities.
- Highly developed judgment, decision-making and problem recognition/avoidance/resolution skills, including skill in determining those issues/problems that need to be brought to management's attention.
- Knowledge of principles and practices of volunteer recruitment, supervision, motivation and evaluation.

Donor Engagement Coordinator (6292U), Intercollegiate
Athletics - 78417
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257227>

Downloaded On: May. 22, 2025 11:56am

Posted May 21, 2025, set to expire Jul. 1, 2025

- Proven ability to work on several tasks simultaneously.
- Skill at responding effectively to priorities and setting deadlines.
- Experience maintaining a high standard of productivity within a broad scope of responsibility despite frequent interruptions.
- Ability to complete large volume of diverse tasks efficiently, meeting established deadlines.
- Ability to effectively work with invited guests, donors, government officials and university VIPs.
- Knowledge of crowd management, crowd safety protocols, security and emergency procedures related to small, medium and large-scale gatherings.
- Ability to give clear directives and use independent, rational judgment to make optimal decisions.
- Knowledge and skill to set and monitor work standards and protocols.
- 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 annual salary range that the University reasonably expects to pay for this position is \$72,600.00 - \$74,000.00.

How to Apply

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

Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Donor Engagement Coordinator (6292U), Intercollegiate
Athletics - 78417
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257227>

Downloaded On: May. 22, 2025 11:56am

Posted May 21, 2025, set to expire Jul. 1, 2025

Other Information

- This is not a visa opportunity.

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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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](#)

Donor Engagement Coordinator (6292U), Intercollegiate
Athletics - 78417
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257227>

Downloaded On: May. 22, 2025 11:56am

Posted May 21, 2025, set to expire Jul. 1, 2025

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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

,