

Assistant/Associate Director, Leadership Annual Giving,
(7547U), Intercollegiate Athletics - 79818
University of California, Berkeley

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Posted Jul. 21, 2025, set to expire Jun. 30, 2026

Job Title	Assistant/Associate Director, Leadership Annual Giving, (7547U), Intercollegiate Athletics - 79818
Department	Intercollegiate Athletics
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director Professional Staff
Academic Field(s)	Institutional Advancement Athletics and Recreation Services 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

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for students, faculty and staff.

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

The Athletic Development Office, which is the sole fundraising group for IA, is comprised of teams of individuals who focus on major gifts, annual giving, athletic campaigns, and alumni relations. This position is responsible for helping to meet the fundraising objectives of the Department of Intercollegiate Athletics and ensuring that predetermined fundraising goals with regard to major gifts are met.

Position Overview

The **Assistant/Associate Director, Leadership Annual Giving**, uses skills as a seasoned, experienced fundraising professional. Plans, schedules, and implements moderate-sized, comprehensive fundraising and alumni relations projects and programs, including specific fundraising programs such as annual fund, alumni relations, research, etc. Manages a portfolio of donors capable of giving high level annual gifts. May coordinate and oversee the work of support staff and/or other professionals. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Position is expected to raise gift dollar amounts as established at each fundraiser specialization. The Assistant Athletic Director for Annual Giving and Alumni Relations and Associate Athletic Director, Development may identify additional annual goals including but not limited to numbers of solicitations made and gifts closed.

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Application Review Date

The First Review Date for this job is: August 1, 2025

Responsibilities

- Acts as a liaison to specific sports to provide alumni relations services to designated friends' groups and constituents. Designs, organizes, and implements targeted and cost effective special alumni events and board meetings to advance alumni relations and fundraising engagement opportunities.
- Provides programmatic support and assists the Assistant AD of Annual Giving and Alumni Relations and UDAR partners in developing and executing mass solicitation strategies in support of annual initiatives for Cal Athletics.
- Ensures that predetermined fundraising goals are met, by providing strategy, analyzing progress throughout the year, and working with stakeholders to increase outreach. Communicates to transactional donors attached to tickets to ensure requirements relating to ticket/donation packages are met.
- Cultivate, Solicit and Steward Annual Fund Donors: Identify and manage a portfolio of at least 125 annual fund prospects which includes primarily individuals with specific affiliation and/or giving interest to Cal Athletics. Work to establish and manage effective relationships prospects and annual fund donors. Identify and evaluate potential donors; design and implement prospect cultivation and solicitation strategies. Complete 10 to 15 substantive contacts per month with an emphasis on quality personal visits. Provide stewardship for assigned prospects.

Required Qualifications

- Thorough working knowledge of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques.
- Thorough working knowledge of the location, its vision, mission, goals, objectives, achievements and infrastructure.
- Strong knowledge of applicable laws, rules, regulations, policies, etc.
- Strong written and interpersonal communication skills to establish and maintain good working relationships throughout the organization and with outside constituencies.
- Strong organizational, analytical and critical thinking skills, including skills in creative and effective decision-making and problem identification / avoidance / resolution, and project management skills.
- Strong skills in maintaining confidentiality.
- Demonstrated ability to work in a team oriented environment and collaborate on projects and

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assignments.

- Ability to oversee multiple projects and quickly discern complex and competing interests.
- Knowledge and understanding of applicable NCAA and Conference rules and regulations.

Education Level

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

Preferred Qualifications

Working knowledge of the institution, its mission, vision, goals, achievements, policies, and infrastructure.

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 \$87,000 - \$100,000, 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.

Other Information

- This position is not eligible for Visa sponsorship.

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How to Apply

To apply, please submit your resume and cover letter.

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.

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.

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

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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 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.

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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