

Coordinator, Alumni and Donor Relations (7546U),
Berkeley Public Health - 80518
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261482>

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

Job Title	Coordinator, Alumni and Donor Relations (7546U), Berkeley Public Health - 80518
Department	Berkeley Public Health
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator 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

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to change. Learn more at: publichealth.berkeley.edu.

Position Summary

Reporting to the Director, Annual Giving and Alumni Relations, the Coordinator, Alumni and Donor Relations administers a variety of high-level tasks and projects related to annual giving, stewardship, alumni relations, development operations and events. The Coordinator supports and collaborates with colleagues who are moving prospects through all phases of the donor cycle. This role requires active listening, rapid acquisition of knowledge about Berkeley Public Health's fundraising programs, priorities, and alumni, and the ability to work independently and prioritize among competing demands. This position will be best suited for an individual who has several years of development support experience, and who is looking to develop a career in higher education advancement.

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Application Review Date

The First Review Date for this job is: 09/02/2025.

Responsibilities

Implements established components of fundraising operations, stewardship, annual giving and alumni relations programs and activities; plans, administers, and implements well-defined or established fundraising programs, such as Big Give, requiring the exercise of limited discretion and judgment.

Alumni Engagement:

- Supports alumni engagement programs such as the alumni of the year selection, reunions, alumni newsletter, class gift campaign, and the alumni engagement form; may support the Public Health Alumni Association Board activities.

Fundraising:

- Assists with special efforts to renew donor support using various methodologies, including direct solicitation of lapsed annual donors, and assists development officers with administrative and donor relations tasks as needed.

Stewardship:

- Manages and reviews the gift acknowledgments to donors and make suggested corrections to the templates based on the donor, their giving, and the donor's relationship to campus; may make stewardship or solicitation calls to annual fund donors.

Communications:

- Prepares materials for specific fundraising activities, events, newsletters and solicitations including writing and, ideally, designing.

Development Operations:

- Supports development operations including issues related to pledge fulfillment, gift misallocations/adjustments, complex donor and gift question trafficking, claiming wires, general data requests, etc.

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Events:

- Assists in the organizing and implementation of special events (stewardship, fundraising and/or alumni engagement) for donors and alumni.

Professional Development & Other Duties:

- Participates in workshops, training, and other professional development opportunities.
- Other duties, as assigned.

Required Qualifications

- Professional knowledge of fundraising, donor relations and fundraising communications concepts and best practices.
- Outstanding organizational and project management skills; exceptional attention to detail and follow-through.
- Excellent interpersonal skills, including the political acumen required to build and maintain effective working relationships at all organizational levels and with outside constituents.
- Good organizational, analytical and critical thinking skills.
- Working knowledge of applicable laws, rules, regulations, policies, etc.
- Excellent written communication skills.
- Skills in maintaining confidentiality.
- Basic knowledge of the customer relations management (CRM) system such as Salesforce.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Basic graphic design skills.
- Experience using mass email programs such as Mailchimp.

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

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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 hourly range that the University reasonably expects to pay for this position is \$36.00 - \$41.50. The full range for this classification is \$35.78 - \$63.65.

- This is a non-exempt, biweekly-paid position.

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 50% 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

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.

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.

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"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 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

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