

Assistant Director of Parent and Family Philanthropy
(7547U), University Development and Alumni Relations
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262314>

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Posted Sep. 10, 2025, set to expire Jun. 30, 2026

Job Title	Assistant Director of Parent and Family Philanthropy (7547U), University Development and Alumni Relations
Department	University Development and Alumni Relations
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director Professional Staff
Academic Field(s)	Institutional Advancement Communications/Public Relations Alumni Relations
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Job Description	

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Assistant Director of Parent and Family Philanthropy (7547U), University Development and Alumni Relations

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone

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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 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

Annual Programs within University Development and Alumni Relations.

Position Summary

This position raises leadership gifts from parents of current students and parents of alumni to support the Cal Parents Fund (Cal Fund) and other needs across the UC Berkeley campus. The position also works with the rest of the Cal Parents and Family Philanthropy team in UDAR to support and advance family philanthropy across campus, making families an increasingly significant source of financial support for schools, colleges and other units at Cal. Specifically, this position proactively manages a portfolio of 200-250 individual leadership and major gift prospects who have the capacity to give between \$100,000 and \$250,000 over five years, making an average of 10 in-person and on-screen visits per month plus substantive contacts to advance the donor relationship. This position qualifies major gift prospects and solicits gifts directly; ensures that predetermined fundraising goals are met; and partners with a Prospect Management liaison. This position also partners with the other members of the Parent and Family Philanthropy team to manage donor cultivation activities.

Application Review Date

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

Responsibilities

- Independently manages a portfolio of 200-250 current and prospective donors who are parents or other family of current or alumni students.
- Skillfully moves donors through qualification, cultivation, solicitation, stewardship and re-solicitation, raising at least \$500,000 annually for the university.
- Provides analysis and information of complex results or activities, and makes recommendations to upper management for program changes or development of new programs as required.
- Participates in the planning, execution and evaluation of donor events and uses such events to establish and build relationships with current and potential donors.
- Develops strategies within existing policy guidelines.
- Participates in short- and long-range strategic planning of fund development and donor relations programs.
- May coordinate and oversee the work of support staff, volunteers and/or other professionals.

Required Qualifications

- Thorough working knowledge of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques.
- Thorough working knowledge of and/or can quickly learn the Parent and Family Philanthropy program, 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.
- 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.

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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 \$95,000.00 - \$105,000.00, and is commensurate with experience, salary placement guidelines, and staff equity in UDAR and on the Berkeley campus.

- This is an exempt monthly-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 80% 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

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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 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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