

Associate Director, Donor Relations (7547U), Haas
School of Business - 81761
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263899>

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Posted Oct. 14, 2025, set to expire Jun. 30, 2026

Job Title	Associate Director, Donor Relations (7547U), Haas School of Business - 81761
Department	Haas School of Business
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Institutional Advancement Finance/Investment Management 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

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles](#): **Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself**. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The Development and Alumni Relations team at Berkeley Haas engages and cultivates alumni, parents, friends, corporations and foundations to advance the vision and mission of the school, inviting these key constituencies to provide volunteer leadership and make philanthropic investments in support of the school's students, faculty and programs. The Development team of major gift and annual gift officers cultivates prospective donors, both nationally and internationally, to inspire transformational gifts in support of Berkeley Haas and provides staff support for high-level volunteer groups, such as the Berkeley Haas Advisory Board. With 43,000 living alumni, the Alumni Relations team develops and builds greater awareness for career services, lifelong learning, and networking resources to support the engagement, learning, and connectedness of Berkeley Haas alumni.

The Haas Development and Alumni Relations team embraces flexible working arrangements for its

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employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change. This role is eligible for a hybrid work plan.

Application Review Date

The First Review Date for this job is: 10/23/2025.

Responsibilities

The Associate Director of Donor Relations is responsible for implementing and managing a comprehensive and coordinated suite of programs to steward donors of the Haas School of Business. The Associate Director is a multi-tasker with strong project management skills; an experienced professional with excellent writing and advanced communication ability, and superior organizational skills.

- Plans, schedules, and implements fundraising and donor relations projects and programs.
- Drafts written materials such as acknowledgment letters, donor reports, communications regarding donor recognition programs, and website content.
- Designs, develops and implements donor communications, stewardship reports, and outreach activities associated with leadership level giving, planned giving, specific Haas campaigns and principal and major-gifts fundraising efforts.
- Ensures that all communications, stewardship reports, and outreach activities are recorded in the advancement database.
- 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.
- Analyzes, summarizes and reviews data associated with management of lifelong, annual, and loyal giving recognition programs.
- Works with Information Strategy and Analytics to ensure proper operation of reporting associated with the management of these programs and associated communications; and resolution of issues that arise.
- Provides analysis of information and complex data reporting results in order to prepare recognition reporting and communications, which may include honor rolls.
- Develops and institutes appropriate protocols, metrics, and evaluations;
- Designs, organizes, and implements donor relations events and has direct interaction with alumni and other donors.
- Serves as the program lead on donor relations events.
- Develops strategies within existing policy guidelines.

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- Participates in short- and long-range strategic planning.
- Creates marketing programs to key donor populations including planned giving donors, donors to scholarships, endowed chairs, key fundraising initiatives, and members of donor societies.
- Develops and implements new strategies to enhance awareness of and foster constituent relationships with the school.
- Serves as liaison to other units in the school and to campus meetings.
- Oversees compliance with donor stewardship policies, including naming opportunities and donor recognition.
- Ensures good record-keeping, regular reporting, compliance with school and University policy guidelines.
- Ensures that predetermined fundraising goals are met.
- General expectation for this level is \$250,000-\$500,000 annual fundraising goal.
- Identifies, cultivates, solicits and/or stewards donors.
- Identifies donors whose engagement requires input from gift officers and works with those officers to personalize that engagement.
- Provides donor relations support to complement and advance the activities of the gift officers and others;
- Assists in detailed planning of fund development and annual solicitation programs.
- Manages stewardship calendar and activities for the Haas Leadership Society.
- Coordinates and oversees the work of support staff and / or other professionals.
- Oversees gift acknowledgment with University Development and Alumni Relations and provides content and strategic direction for the Haas Annual Report.
- Other duties as assigned.

Professional Learning and Growth

- Actively contributes to a team environment that fosters and promotes a culture of belonging for all, within the unit and at Haas. Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Completes required training on time and engages in opportunities for learning pertinent to the position or at the suggestion of the supervisor.

Required Qualifications

- Thorough working knowledge of the principles, procedures, and techniques of fundraising and donor relations.

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- Proven project management, design, and marketing skills.
- Exceptional communication and writing skills.
- 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 knowledge of donor relations and fundraising 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 skills in maintaining confidentiality.
- Excellent interpersonal skills, demonstrating a desire to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

Education/Training:

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

Preferred Qualifications

- Thorough working knowledge of the campus, its vision, mission, goals, objectives, achievements and infrastructure or a willingness to learn.

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.

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The budgeted annual salary range that the University reasonably expects to pay for this position is \$91,500.00 - \$125,000.00.

- 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.

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.

"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](#)

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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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