

Development Coordinator (4722C), Haas School of
Business - 82436
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268517>

Downloaded On: Nov. 19, 2025 2:58pm

Posted Nov. 19, 2025, set to expire Jun. 30, 2026

Job Title	Development Coordinator (4722C), Haas School of Business - 82436
Department	Haas School of Business
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 19, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Coordinator
Academic Field(s)	Institutional Advancement Alumni Relations
Apply Online Here	https://apptrkr.com/6732966

Apply By Email

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

As the second oldest business school in the United States, UC Berkeley Haas has been redefining business education since 1898. Situated in the heart of Bay Area innovation and rooted in UC Berkeley's public mission, we're a place where ambition meets purpose and innovation meets impact. We develop leaders who challenge assumptions, ask the right questions, and make business better. What sets us apart is our focus on the human edge: judgment, rigor, ingenuity, conviction, and confidence. Our "One Haas" culture is collaborative and unified, bound by four Defining Leadership Principles: **Question the Status Quo, Confidence Without Attitude, Students Always, Beyond Yourself**. Join us in moving business and society forward.

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

The Development and Alumni Relations (DAR) 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 cultivates prospective donors, both nationally and internationally, to inspire gifts in support of Berkeley Haas and provides staff support for high-level volunteer groups, such as the Berkeley Haas Advisory Board. With over 46,000 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.

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The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Application Review Date

The First Review Date for this job is: 12/01/2025.

Responsibilities

The Development Coordinator is a pivotal support role for the Development team within the Haas DAR unit. They work as part of the Development Initiatives sub-team that works in collaboration with frontline fundraisers in Principal, Major, Leadership, and Corporate giving for Haas. Reporting to the Senior Director, Development Initiatives, the position is designed to provide comprehensive administrative support and project management for the team.

Development Team & Frontline Fundraising Support

- Arrange and provide staff support for team meetings, including scheduling, preparation of meeting agendas, note-taking, and oversight of follow-up activities.
- Support team projects as needed, including team accountability on collaborative DAR projects.
- Acts as the primary liaison for the team with the Dean's Office.
- Collaborate with the Dean's office on calendaring for the Dean and gift officers and other team initiatives and special projects involving the Dean.
- Work in collaboration with the Prospect Research team to ensure data capture is maintained by gift officers, including contact reports and donor background information.
- Manage mass uploads of donor related activity for major gift officers (defined as 20+ entries), including contact information and other background information in campus advancement database (CADS), working in partnership with the unit's Information Strategy and Analytics team and the university's Prospect Development team.
- Develop expertise in CADS and associated fundraising reports and tools to assist with timely requests for information.
- Proactively evaluate new tools and reports and offer guidance to gift officers on how to utilize these on an ongoing basis.
- Coordinate team retreats and team building activities.

Donor Visits, Meeting & Travel Support

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- Provide logistical support for major donor (prospective/active) visits on campus and occasional off-campus visits to corporate donor offices.
- Draft briefing materials and reports for donor visits involving the Dean or other senior school staff.
- Arrange travel booking for gift officers traveling domestically and internationally.
- Partner with gift officers to finalize thorough travel itineraries, briefing books, and collate and ship all necessary meeting or even materials.

Administrative and Operational Effectiveness

- Complete travel reimbursements on behalf of gift officers in a timely and accurate manner.
- Organize and maintain digital filing systems, ensuring transparency and access to key documents for the Development team.
- Partner with DAR Operations to maintain an inventory of specialty branded items gift officers can use to steward donors.
- Assess office procedures and practices, recommend enhancements for efficiency and effectiveness, and manage implementation.
- Assists with general in-office reception duties such as responding to drop-in visitors and in-person inquiries.
- Provide overflow support to the DAR team, completing other administrative duties as needed and requested.

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

- Organizational and time management skills to perform multiple, simultaneous tasks and assignments efficiently in a fast-paced environment.
- Demonstrated skill at responding effectively to changing priorities and communicating with partners and customers.
- Proven attention to detail and ability to perform consistently and with a high degree of accuracy

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and consistent follow through.

- Demonstrated experience adopting, learning, and mastering new technologies.
- Demonstrated experience assessing and improving processes or systems.
- Ability to take initiative and solve problems independently while understanding when to seek guidance from manager or others.
- Experience communicating clearly and succinctly, both in oral and written communications.
- Strong demonstration of growth mindset and flexibility to work as a member of a high-performing, highly collaborative team of development professionals.
- Experience in providing prompt, courteous, and skillful customer service to maintain good relations with the general public, alumni, donors, perspective students, faculty, and colleagues.
- Excellent professional integrity, tact, discretion, and sound judgement, including handling confidential information.
- Available to work occasional evenings and weekends (with advanced notice). Overtime hours are compensated according to UC policy.
- 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.

Preferred Qualifications

- Knowledge of fundraising and donor relations concepts, principles, and practices.
- Experience with Cal Advancement Data System (CADS) or similar database.

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 hourly range that the University reasonably expects to pay for this position is \$30.58 (Step 1) - \$40.98 (Step 14).

- This is a non-exempt hourly-paid position.

How to Apply

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

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- 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:

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[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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