

Director of College Relations (6299U), College of
Chemistry - 82474
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268518>

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

Job Title	Director of College Relations (6299U), College of Chemistry - 82474
Department	College of Chemistry
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 Director/Manager
Academic Field(s)	Communications/Public Relations 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

The College of Chemistry is comprised of:

- The Department of Chemistry
- The Department of Chemical and Biomolecular Engineering
- College of Chemistry Undergraduate Student Services

Both departmental disciplines provide the opportunity and means for addressing major scientific and technological challenges, such as climate change, increasing the world's food supply, synthesizing new materials, and discovering and delivering important drugs. The College prides itself on a balanced approach to science, with research areas ranging from experimental to theoretical. Faculty in both departments are engaged in teaching and research in a wide range of applications and subdisciplines.

The College of Chemistry is consistently ranked as one of the best places on earth to learn, teach, and create new tools in the chemical sciences. This is no accident. It's the direct result of exceptional scholarship as well as thousands and thousands of donations from our loyal alumni, parents and friends. They make the College possible.

The College Relations and Development team within the College of Chemistry is responsible for supporting the research and educational priorities through private philanthropic support, bespoke engagement opportunities, and overall communication strategies.

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Position Summary

The Director of College Relations will oversee and direct outreach, engagement programming, and stewardship strategies for alumni, donors, and at-large communities for the College of Chemistry; as well as oversee and direct College-wide events such as the College's annual commencement. Provides immediate supervision of the Donor Relations and Event Specialist.

Application Review Date

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

Responsibilities

Donor Relations

- Manage a small portfolio of prospects with stewardship essential for continued philanthropy.
- Drives the vision for donor relations overall including broad-based and highly personalized reporting, creating and facilitating curated donor experiences, and executing events.
- Create, develop, and iterate on a clear and compelling donor relations vision and strategy.
- Create high-impact stewardship programs for all levels and types of giving: endowment, capital, current-use, encompassing the full donor spectrum from annual gifts to planned gift
- Optimize financial reporting for personalization and donor impact.
- Parent and collaborate strategically with the Sr. Assistant Dean on managing the College of Chemistry's Advisory Board.

Alumni Relations

- Sets the strategic vision for alumni engagement.
- Directs and oversees engagement strategies for the College of Chemistry's alumni
- Overall management of the College of Chemistry's alumni programming.
- Advise the Sr. Assistant Dean on matters pertaining to alumni relations and program development, strategically developing programs to engage alumni and friends with the school and support the larger fundraising goals of the school.
- Serve as primary liaison to UC Berkeley UDAR to manage and coordinate the CoCs award nominations, Alumni Trustee nominations, and collaborative regional programming.
- Direct and supervise alumni communications including creation of e-Newsletter; alumni presence on the college web page; invitations, and social media communication.
- Collaborate with Student Services on student/alumni programs.

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- Represent the alumni office at various activities, events, and internal meetings.

College Relations

- Main point of contact for College of Chemistry's annual commencement event.
- Execute and manage all aspects of the College of Chemistry annual commencement event.
- Collaborate, partner, and lead colleagues from across the College in the planning and execution of commencement.
- Pre-commencement planning: vendor management, logistics, communications, creation and collaboration College of Chemistry Commencement Committee), regalia and materials, timing and planning of day-of, etc.
- Day-of: real time management and problem solving, on-site coordination, procession and recession, ceremony flow, etc.
- Lead point of contact for event logistics for the College.
- Lead and partner with CoC Director of Marketing and Communications and Sr. Assistant Dean on reputation management strategies during events.

Management

- Supervise Donor Relations and Events Specialist.
- Ensure the coordination and execution of department events.
- Manage the stewardship process for the College of Chemistry.
- With support from the Donor Relations and Events Specialist, plan and execute cultivation and stewardship events for alumni and friends.

Required Qualifications

- Minimum of 8-10 years of experience in alumni relations and/or donor relations or related fields (high education administration, events management, program development) with a demonstrated record of strong leadership and innovative programming.
- Knowledge of fundraising/philanthropy and donor relations concepts, principles, and practices.
- Excellent strategic planning, critical thinking, analytical, problem-solving, persuasion/negotiation and marketing skills.
- Proven skill to create, organize, and execute complicated events.
- Excellent interpersonal skills, demonstrating a desire to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Bachelor's degree in related area and/or equivalent experience/training.

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Preferred Qualifications

- Proven skill as a relationship builder and collaborator with success in managing and organizing others, particularly volunteers and colleagues.
- Proven skill in interpreting and leveraging data trends to influence strategic business initiatives and drive measurable outcomes.
- Knowledge of managing stewardship for program.
- Master'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.

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 \$115,000.00 - \$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.
- This position is eligible for up to 25% hybrid work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are

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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.

"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.

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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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