

Coordinator, Annual Giving & Alumni Relations (7546U) -
CDSS
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268825>

Downloaded On: Dec. 2, 2025 7:49pm

Posted Dec. 2, 2025, set to expire Jun. 30, 2026

Job Title	Coordinator, Annual Giving & Alumni Relations (7546U) - CDSS
Department	College of Computing, Data Science, and Society
Institution	University of California, Berkeley Berkeley, California
Date Posted	Dec. 2, 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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Coordinator, Annual Giving & Alumni Relations (7546U) - CDSS

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 Computing, Data Science, and Society (CDSS) is a dynamic, innovative new college at UC Berkeley that represents a once-in-a-generation transformation. The College brings together faculty, researchers, staff and students from computing, statistics, the humanities, and social and natural sciences, mirroring the cross-cutting nature of data science and redefining the research university for the digital age.

Core to the College is a commitment to examining how the digital revolution affects equity and opportunity-and building the capacity to respond to these challenges.

CDSS was created to meet the opportunities and demands of a world where data, machine learning, and artificial intelligence inform practice and policy in virtually every arena.

The College connects the Data Science Undergraduate Studies program, Department of Electrical Engineering & Computer Sciences, Department of Statistics, the Berkeley Institute for Data Science, Computational Precision Health, and the Center for Computational Biology.

The College is responsible for growing Berkeley's broad-based programs in data science, computing, statistics and other interdisciplinary programs, including classes and programs serving thousands of undergraduate students a year.

Visit this website to learn more about the future home of CDSS in the new Gateway Building:

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<https://inspire.berkeley.edu/o/the-gateway/>

Reporting to the Senior Director of Development, the Coordinator, Annual Giving and Alumni 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 CDSS'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.

Application Review Date

The First Review Date for this job is: December 10, 2025 - Open Until Filled

Responsibilities

- **Fundraising:** Implements established and innovative components of fundraising operations, stewardship, annual giving and alumni giving 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. 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. Works with other professionals to ensure predetermined fundraising goals are met. Develops and maintains reports on program activities and results, providing information on program trends and analysis of data.
- **Alumni Engagement:** Supports alumni engagement programs such as the alumni of the year selection and other prizes, reunions, alumni newsletter, class gift campaign, and the alumni engagement form.
- **Stewardship:** Manages and reviews the gift acknowledgments to donors and makes suggested customizations to the templates based on the donor, their giving, and the donor's relationship to campus; may make stewardship calls to annual fund donors.
- **Communications:** Prepares materials for specific fundraising activities, events, newsletters, and solicitations including writing and editing, working with CDSS Communications team and the UDAR Direct Response Team.
- **Development Operations:** Supports development operations including issues related to pledge fulfillment, gift allocations and adjustments, complex donor and gift question follow-up, and general data requests; pulls and analyzes data for annual fund and other campaigns. Conducts

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research on alumni, friends, corporations, and foundations to identify prospects.

- Events: Plans, organizes, and implements special events (stewardship, fundraising, and/or alumni engagement) for donors and alumni; handles special projects / assignments involving direct interaction with alumni volunteers and donors.
- Participates in workshops, training, and other professional development opportunities.
- Other duties, as assigned.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Professional knowledge of fundraising, donor and alumni relations, and fundraising communications concepts, principles, procedures, and techniques.
- Working knowledge of the organization, its vision, mission, goals, objectives, achievements and infrastructure.
- Working knowledge of applicable laws, rules, regulations, policies, etc.
- Excellent written and interpersonal communication skills to establish and maintain good working relationships throughout the organization and with outside constituencies.
- Strong organizational, analytical, project management, and critical thinking skills, with attention to detail and consistent follow-through.
- Skills in maintaining confidentiality.
- Demonstrated expertise using common business software and online applications (MS Office, Google Workspace, etc.) and customer relations management (CRM) systems (Salesforce, etc.).

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 salary or hourly range that the University reasonably expects to pay for this position is \$35.78 to \$43.30 hourly (\$74,700 to \$90,400 annualized). This is a 100% FTE career position eligible for full benefits. This position is FLSA Non-exempt and paid biweekly.

- Classification: FUNDRAISER 2 NEX
- Anticipated hiring range: \$35.78 to \$43.30 hourly (\$74,700 - \$90,400 annualized)
- UCB salary range: \$35.78 to \$63.65 hourly (\$74,700 - \$132,900 annualized)

The salary offer to the final candidate will take into consideration their experience and salary equity with current UC Berkeley employees working in similar roles.

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.

Misconduct Disclosure

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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