

Development Associate, Helen Diller Institute (7546C),  
Berkeley Law - 82898  
University of California, Berkeley

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Posted Dec. 15, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Development Associate, Helen Diller Institute (7546C), Berkeley Law - 82898
<b>Department</b>	Berkeley Law
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Dec. 15, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Institutional Advancement Finance/Investment Management
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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.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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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

At the Helen Diller Institute, we are committed to elevating the discourse on Israel and contemporary Jewish issues-not merely as an intellectual exercise, but to cultivate more educated leaders for tomorrow. Every day, we provide a rich academic forum for our nation's future leaders to explore the breadth and complexity of these critical topics, creating dynamic spaces where students and the wider community can thoughtfully exchange ideas. Our programs introduce students to world-class thinkers while building a community of faculty and peers to support them throughout their college experience. At a time when polarization is more severe than ever, we are committed to bringing integrity, excellence, and grit to fostering civil discourse, inspiring more resilient and educated leaders.

The Helen Diller Institute houses two core programs that encompass the work that we do on Berkeley's campus and beyond - our Program on Israel Studies, and our Program on Jewish Law, Thought and Identity. The Institute engages students by sponsoring courses taught both by Berkeley faculty and by visiting faculty from Israel, coordinating experiential learning programs in Israel, and housing a fellowship for Berkeley undergraduate students. In addition to our work with students, the Helen Diller Institute is committed to bringing professors from Israel's top universities to teach at Berkeley during their sabbatical years. The Helen Diller Institute also hosts dozens of lectures and programs every academic year, many of which are open to the public. We provide the UC Berkeley campus community with colloquia, symposia, and workshops which explore Israel studies and contemporary Jewish issues.

## Position Summary

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The Development Associate position supports the fundraising and donor relations efforts of The Helen Diller Institute for Jewish Law and Israel Studies (HDIJLIS). Reporting to the Deputy Director, the Development Associate plays a vital role in donor database management, report creation and analysis, event coordination, donor pipeline research and qualification, annual fund management, and donor communications, including advisory board relations. This role supports the Deputy Director to implement strategies that increase revenue, enhance donor stewardship, and strengthen the Institute's donor base.

### **Application Review Date**

The First Review Date for this job is: 12/22/2025.

### **Responsibilities**

#### **Donor Pipeline Creation, Identification, and Qualification:**

- Conducts donor research to identify new prospects and funding opportunities.
- Assists in the creation and maintenance of a donor pipeline, tracking potential donors through various stages of cultivation and solicitation.
- Qualifies prospects by evaluating giving capacity, philanthropic interests, and engagement potential.
- Supports strategies to deepen donor relationships.

#### **Donor Database Management and Reporting:**

- Maintains and updates donor records in the Institute's CRM/database and other record holdings.
- Generates detailed reports to track fundraising performance, donor retention, and gift trends.
- Analyzes donor data to identify opportunities for cultivation and stewardship.
- Creates and distributes regular reports for the Deputy Director.
- Assists the Deputy Director in creating and providing supplementary materials for the Institute advisory board and other key stakeholders.

#### **Development and Donor Communications:**

- Assists in drafting and distributing donor-related communications, including acknowledgment letters, stewardship reports, and impact updates.
- Assists with communication to the advisory board, providing updates, meeting materials, and follow-ups.

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- Assists in the collection and creation of donor, student, and faculty testimonials and success stories for use in collateral materials.
- Collaborates with the communications team to develop content for newsletters, social media, and the website that highlights the Institute and donor impact.

Annual Fund Management - Strategy for Augmentation and Innovation:

- Supports the execution and growth of the Institute's annual fund strategy.
- Collaborates with the Deputy Director to develop and implement innovative approaches to increase annual fund participation and revenue.
- Assists in the creation of donor appeals, ensuring targeted and personalized messaging.
- Monitors and analyzes annual fund performance, identifying areas for improvement and expansion.
- Helps coordinate initiatives to strengthen donor retention and acquisition.

Gift Acknowledgment and Stewardship:

- Ensures timely and accurate gift acknowledgment, including personalized thank-you letters and follow-up communications.
- Implements donor stewardship strategies, such as recognition, appreciation touch-points, and personalized outreach.
- Tracks stewardship activities and ensures consistent and meaningful donor engagement.

Event Management and Execution:

- Supports the planning and execution of fundraising and donor cultivation events.
- Manages event logistics, including guest lists, RSVPs, vendor coordination, and on-site execution.
- Assists in preparing event-related materials, such as invitations, HDI programmatic materials, and promotional materials.
- Coordinates post-event follow-up, including thank-you notes.

Foundation Funder Stewardship and Reporting:

- Assists in the stewardship and reporting to foundation funders.
- Supports the development and preparation of proposals for foundation funders.
- Collaborates with the Deputy Director and Executive Director in managing relationships with foundation funders, tracking deadlines, and providing progress reports.

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**Professional Development & Other Duties as Assigned:**

- Engages in professional development and training opportunities as needed.
- Performs additional duties as assigned.

**Required Qualifications**

- Professional knowledge of fundraising, donor relations, and fundraising communications concepts, principles, techniques and best practices.
- Familiarity with and/or can quickly learn UC Berkeley Law, The Hellen Diller Institute, its vision, mission, goals, objectives, achievements and infrastructure.
- Excellent written, verbal, and interpersonal communication skills to establish and maintain good working relationships throughout the organization and with outside constituencies.
- Good organizational, analytical and critical thinking skills.
- Strong attention to detail.
- Strong computer skills, including proficiency with donor management software (CRM) and Microsoft Office Suite.
- Ability to learn new computer programs and software systems.
- Strong skills in data analysis and report creation.
- Ability to manage multiple projects simultaneously and meet deadlines; good project management and time management skills.
- Tact and sound judgment, and the ability to work with sensitive information and maintain confidentiality.
- Adept at working both collaboratively and independently, with exceptional judgment requiring minimal direction for regular tasks as well as the maturity to recognize situations where guidance is warranted.
- Experience with annual fund management, donor pipeline research, and qualification.
- Experience with event coordination and logistics.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.

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- Bachelor's degree in nonprofit management, communications, business, a related area and/or equivalent experience/training.
- 1-3 years of experience in nonprofit development, fundraising, or donor relations.

### Preferred Qualifications

- Working knowledge of gift acceptance laws, rules, regulations, policies, 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.

The budgeted hourly range that the University reasonably expects to pay for this position is \$39.75 - \$43.75.

- This is a non-exempt, biweekly-paid position.

### How to Apply

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

### Other Information

- This is not a visa opportunity. This position does not include sponsorship of a new consular H-1B visa petition that would require payment of the \$100,000 supplemental fee.
- This position is eligible for up to 20% hybrid work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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## 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.

#LI-RP1

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**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_S](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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