

Associate Director of Development, Leadership Gifts
(7547U), Haas School of Business - 83007
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=269453>

Downloaded On: Dec. 16, 2025 4:56am

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

Job Title	Associate Director of Development, Leadership Gifts (7547U), Haas School of Business - 83007
Department	Haas School of Business
Institution	University of California, Berkeley Berkeley, California
Date Posted	Dec. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director Professional Staff
Academic Field(s)	Institutional Advancement Finance/Investment Management
Apply Online Here	https://apptrkr.com/6789394

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 Development and Alumni Relations team 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. This role is eligible for a hybrid work plan, but expected to be based in the Bay Area

Application Review Date

The First Review Date for this job is: 12/23/2025.

Responsibilities

Involves designing, developing, delivering, and administering fundraising programs. Cultivates, solicits, and stewards donor prospects. Develops materials and marketing plans, and organizes related programs/events.

- Identifies, qualifies, cultivates, solicits and stewards leadership prospects for increased levels of annual support for Berkeley Haas, focusing on gifts of \$2,500 to \$100,000 with a special emphasis on raising unrestricted support (~\$500k Annually).
- Qualifies, cultivates, and solicits major and planned gifts as a secondary area of focus.
- Manages a prospect portfolio of 200-300 prospects using a combination of in-person contact combined with email, phone, social media, video, and text message.
- Conducts visits (in-person, online, or via phone) to solicit annual gifts, cultivate and solicit major gifts and planned gifts, and/or steward current donors.
- Develop strategies to ensure that all prospects are solicited each fiscal year at appropriate levels.
- Serves as a thought partner with Director and LGO teammates to implement new digital engagement tactics and strategies for reaching donors.
- Collaborates and partners with a variety of colleagues across Haas and the greater campus as necessary to ensure all tracked prospects are adequately engaged, solicited, and stewarded.
- Identifies new major and/or planned gift prospects, and conducts major/planned gift proposal development and solicitation activities, in consultation with Major Gift Officers and Planned Giving Officers when appropriate.
- Takes on shared responsibility for ensuring the integrity of our donor database including adding timely contact reports and updating data points including biographical details, contact information, relationships, etc.
- Ensures that predetermined fundraising goals are met.
- Participates in short- and long-range strategic planning.
- Participates in annual strategic planning retreats and collaborates with colleagues in developing and implementing best practices.

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- Assists in detailed planning of fund development and annual solicitation programs.

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.

Other duties as assigned.

Required Qualifications

- Thorough working knowledge of fundraising, donor relations, or business development concepts, principles, procedures, and techniques.
- Can quickly learn about UC Berkeley's and the Haas School's vision, mission, goals, objectives, achievements and infrastructure.
- Knowledge of or can quickly learn applicable laws, rules, regulations, policies, etc.
- Strong written and oral communication skills.
- Demonstrates confidentiality when working with sensitive information.
- Demonstrates excellent skills in building & maintaining rapport with constituents and can articulate a compelling case for support.
- Excellent skills in establishing and maintaining working relationships with internal and external constituents.
- Strong organizational skills to manage projects and donor portfolio.
- Demonstrates critical thinking and analytical skills in decision making and problem solving to provide creative and effective solutions.
- Contributes to a positive team environment by working cooperatively within the team and independently.
- Flexibility & willingness to travel to attend donor visits in-person or virtually when appropriate.
- Skills to meet or exceed fundraising goals and objectives.
- 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.

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Education/Training

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

Preferred Qualifications

- Demonstrated experience and keen interest in personally soliciting special gifts from individuals (\$2,500+).

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.

- This is a full-time (40 hours/week), career position that is eligible for UC Benefits.
- 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 does not include sponsorship of a new consular H-1B visa petition that would require payment of the \$100,000 supplemental fee.

Conviction History Background

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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

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

University of California, Berkeley

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