

Associate Director, Leadership Giving (7547U), Haas  
School of Business - 60184  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=223586>

Downloaded On: May. 8, 2024 9:17pm

Posted Oct. 13, 2023, set to expire Jun. 30, 2024

<b>Job Title</b>	Associate Director, Leadership Giving (7547U), Haas School of Business - 60184
<b>Department</b>	Haas School of Business
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 13, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Institutional Advancement Alumni Relations
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**Job Description**

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**Associate Director, Leadership Giving (7547U), Haas School of Business - 60184**

**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

## Departmental Overview

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles](#): **Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself**. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

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

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.

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The Development and Alumni Relations (DAR) team at Berkeley Haas engages with alumni, parents, friends, corporations and foundations to advance the vision and mission of the school. This includes inviting key constituencies to provide volunteer leadership and make philanthropic investments in support of the school's students, faculty and programs. The Development team of major gift and leadership gift officers cultivates prospective donors, both nationally and internationally, to inspire transformational gifts in support of Berkeley Haas. The department also manages high-level volunteer groups such as the Berkeley Haas Advisory Board. The Alumni Relations team builds and develops greater awareness among our 43,000+ living alumni for career services, lifelong learning and networking resources to support the engagement, learning and cultivation of the Berkeley Haas alumni network.

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: 10/25/2023.

### **Job Summary**

The Associate Director of Leadership Giving will primarily work on identifying, engaging, cultivating, soliciting and stewarding alumni with the capacity to annually give \$2,500 to \$100,000+ to the Haas School of Business. The Associate Director will be part of the Leadership Giving team and collaborate closely with Major Gifts and Alumni Relations staff, but will work fairly independently to develop and manage a portfolio of prospects consisting of 200-300 donors (alumni, parents and friends), with the objective of annually completing 150+ solicitations for gifts of \$2,500+ to Berkeley Haas and qualifying major gift donors for further cultivation. Involves designing, developing, delivering, and administering fundraising programs. Cultivates, solicits, and stewards donor prospects. Develops materials and marketing plans, and organizes related programs/events.

### **Responsibilities**

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

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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.
- Develops 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.

Plans, schedules, and implements fundraising projects and programs.

- Serves as the lead or in a support role in managing various programs directed towards instilling a culture of giving back to Berkeley Haas. Examples include reunion campaigns, UC Berkeley giving day (Big Give), Berkeley Haas Parents Program, donor appreciation activities, donor challenge matches, leadership donor engagement events, etc.
- Assists in detailed planning of fund development and annual solicitation programs.

Participates in short- and long-range strategic planning.

- Participates in annual strategic planning retreats and collaborates with colleagues in developing and implementing best practices.

Professional Learning and Growth

- Embraces the principle of being a "student always" by engaging in opportunities for training,

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workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.

- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas.
- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing University sponsored certifications & training sessions (ie: MEP Workshop, Implicit Bias Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

## 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.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging 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.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging

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in a business, organization or public university setting.

**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+).
- Skills to meet or exceed fundraising goals and objectives.

**Salary & Benefits**

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC 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 salary the University reasonably expects to pay for this Fundraiser 3 position is \$85,800.00 - \$117,000.00 (posted up to \$122,000 with maximum experience).

**How to Apply**

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

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### Other Information

- 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.

### Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

### To apply, visit

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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**Contact**

N/A

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