

Job Description

Job Title: Associate Director of Donor Stewardship (7547U)	Job ID: 21842
Department: Berkeley Law	Location: Main Campus-Berkeley
Full/Part Time: Full-Time	Regular/Temporary: Regular

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

The First Review Date for this job is: July 12, 2016

Departmental Overview

Berkeley Law is one of 14 schools and colleges at the University of California, Berkeley. It is consistently ranked as one of the top law schools in the nation.

The law school has produced leaders in law, government, and society, including Chief Justice of the United States Earl Warren, Secretary of State of the United States Dean Rusk, Attorney General of the United States Edwin Meese, United States Secretary of the Treasury and Chairman of the Federal Reserve G. William Miller, and former Solicitor General of the United States Theodore Olson.

At Berkeley Law, we are committed to excellence in education and scholarship, as well as equality of opportunity. We believe we have a responsibility to use our substantial intellectual capital to help solve real-world problems and to create a more just society through clinics, research, and policy engagement. We believe that a Berkeley Law degree is a tool for change, both locally and globally, and that we should be educating the leaders of tomorrow. We maintain an environment that nurtures academic and personal growth, respects a diversity of ideas, and stimulates independent thought and critical reasoning.

Position Overview

The Director of Student Services provides assistance to the dean/chair, faculty, and students in academic advising, recruitment, admissions, financial aid, the evaluation and awarding of fellowships and block grant funds, student orientation and events, career counseling, and related programs.

The Associate Director, Donor Stewardship, coordinates with other departments and colleagues to plan, implement, manage, and analyze a systematic, comprehensive and coordinated suite of programs to steward donors and connect future donors, friends and alumni to Berkeley Law. The Associate Director is a multi-tasker with strong project management skills; an experienced professional with excellent writing and advanced communication ability, and superior organizational and analytical skills; an excellent manager with an attitude of inclusion, an understanding of the value of teamwork, and a drive for success.

Responsibilities

Plan, schedule, implement and oversee a comprehensive suite of stewardship communications and programs for donors.

- Develop a comprehensive annual calendar for outreach and engagement, including communications and events. Communications may be (specific) acknowledgement letters and reports, and (general) annual letters from the Dean, newsletter features, accuracy mailings, and other messaging via all channels - e-newsletter, webpages, telemarketing, social media and online communities etc. Events include the Citation Award Ceremony, the Donor-Scholar Event, and aspects of the Annual Alumni reunion weekend, etc.
- Provide stewardship support to complement and advance the activities of the Senior Development Directors, the Alumni Engagement team, the Campaigns team, the Assistant Dean and Dean, and others
- Develop and institute appropriate protocols, metrics, and evaluations;
- Manage budget and resources for continuing and new strategies to achieve efficiency, growth and success;

Provide draft communications in according to annual calendar.

- Draft written materials such as acknowledgement letters, invitations and reminders, PR blurbs for various communications, biographies, and collateral materials;

Advise Advancement team on stewardship best practices, participates in short and long-range strategic planning.

- Continually identify, develop and implement new strategies to enhance awareness of and foster constituent relationships with the law school.
- Serve as liaison to other units in the school and to campus meetings;
- Ensure good record-keeping, regular reporting, compliance with

- school and University policy guidelines;
- Accomplish the priorities, messages and goals of the department.

Assist in detailed planning of fund development and annual solicitation programs.

- In collaboration with Campaigns and Major Gift teams strategize on donor re-engagement;
- Provide responsive and meaningful outreach opportunities to targeted audiences among a variety of stakeholders such as faculty and the board of directors

Coordinates and oversees the work of support staff and/or other professionals.

- •Recruit, train, evaluate and manage staff and volunteers

Required Qualifications

- Thorough working knowledge and understanding of fundraising, donor relations and public relations concepts, principles, techniques, procedures and practices.
- Thorough working knowledge of the campus, including its vision, mission, goals, objectives, achievements and infrastructure and/or an ability to quickly learn and embrace these concepts.
- Thorough knowledge of applicable laws, rules, regulations, policies, et cetera.
- Superior written, oral and interpersonal communication skills, including political acumen, to build and maintain effective working relationship at all organizational levels and with outside constituencies.
- Excellent analytical and critical thinking skills, including skill in creative and effective decision-making and problem identification/avoidance/resolution.
- Superior ability to multi-task, prioritize, exercise good judgment, work independently as well as in collaboration, exhibit good project management skills, ability to staff events on some weekends and evenings
- Strong computer skills and comfort level with databases, research, social media, spreadsheets and presentations
- Skills to meet or exceed fundraising goals and objectives.
- Strong supervisory and leadership skills to hire, develop and manage personnel, with a commitment to professionalism, diversity and inclusion
- Flexibility and the ability to deal with ambiguity and quickly recover from unexpected/unanticipated challenges and setbacks.
- Ability to appropriately manage resources to meet goals and objectives
- Ability to deal appropriately with confidential information and successfully pass a criminal background check.

Education/Training:

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

Salary & Benefits

Salary: \$53,800-\$80,300 (depends on experience, internal equity etc.)

For information on the comprehensive benefits package offered by the University visit: <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

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 see:

http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>