

# INTERNATIONAL HOUSE

AT THE UNIVERSITY OF CALIFORNIA, BERKELEY



## Associate Director of Development Position Announcement

### 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>.

### International House:

International House is a 501 (c) 3 non-profit, self-supporting residential and community-oriented program center located in the southeast foothills of the Berkeley Campus. Since its founding in 1930 with a gift from John D. Rockefeller, Jr., it has housed more than 90,000 residents including two Governors of California and eight Nobel Prize laureates. Its mission is to foster intercultural respect and understanding among people throughout the world across cultural, economic, and ethnic lines. I-House provides nearly 1,100 students and scholars from the United States and around the world with an opportunity to live and learn together. I-House's rich array of programs serves the residents, the campus and local community.

The Office of Development, Alumni Relations, and Communications maintains communication with I-House alumni worldwide, coordinates reunions and alumni programs, holds an annual fundraising gala, and secures private gifts and grants of approximately \$1M+ annually to support the mission of I-House: shaping a world of greater understanding. The Development, Alumni Relations, and Communications office also publishes the twice annual I-House Times Newsletter, maintains the I-House website, deploys social media engagement activities (Facebook, LinkedIn, Twitter, etc.), coordinates Annual Fund messaging and print/e-solicitations, and welcomes alumni year-round for tours and visits.

### Key Responsibilities

- Identifies, cultivates, solicits and stewards donors. Supports donor prospect portfolio research, analysis, assignments, and maintenance for self, Development Director, and Executive Director. Manages and updates active portfolio of seventy five+ donors and conducts five or more donor visits per month, apart from the month preceding the annual Gala. Supports individual, corporate and foundation prospect research and outreach to secure philanthropic support. Identifies, researches, initiates and completes individual donor contacts to cultivate charitable gifts of \$10K plus. Develops strategies within existing policy guidelines, tracks and records donor cultivation and solicitation status in CADS and Raiser's Edge, and works collaboratively with campus representatives on shared prospects and strategies. Assists in detailed planning of fund development and annual solicitation programs.

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- Partners with Fundraising Coordinator and Development Director on fundraising strategies and ensures that pre-determined fundraising goal is met. Analyzes, evaluates and recommends and/or implements programs/services enhancements or improvements. Provides analysis and information of complex results or activities, and makes recommendations to upper management for program changes or development of new programs as required. Handles special projects/assignments involving direct interaction with staff, residents, alumni volunteers and donors as it relates to strategic planning and assessment of customer/donor satisfaction and performance. Includes developing and launching occasional alumni surveys using online survey instruments and compiling results and analysis.
- Designs, organizes, and implements special events. Partner with Fundraising and Event Coordinator to plan and oversee annual fundraising gala with nearly two hundred and fifty guests and revenue goal of \$100K plus and ensures that pre-determined fundraising goal is met. Coordinates with honorees and VIPs. Oversees collaboration with I-House units to ensure logistics are arranged including timetable, budget, catering, décor, advertisement, list of invitees, parking, security, invitations, programs, flyers, content (selection of performers, flow, rehearsals), media relations, giveaways, AV technical details, and day-of-event troubleshooting. Works with Development Director and team to establish reunion and other special event calendars, sharing in division of labor as required.
- Drafts fundraising and communications materials including donor correspondence and proposals, invitations, programs, and other marketing materials as needed. Supports development of twice annual newsletter with content provision and editing, and contributes to e-mail communication and marketing efforts. Provide information and materials to campus relating to fundraising priorities and results; participates in committees as appropriate.
- Coordinates and oversees the work of support staff and/or other professionals. Leads, mentors and oversees staff responsible for supporting fundraising activities, including the Development Associate (AAllI) and his/her work in recording and manipulating gift data and reports. Selects, trains, and supervises student workers. Ensures foundation and other prospect and donor data is tracked accurately in the Raiser's Edge and Campus Alumni Databases.

## Required Qualifications

- Bachelor's degree in related area and/or equivalent experience/training. A typical combination would include: graduation from an accredited college or university with a Bachelor's degree in Public Administration, Business Administration or related field, plus a **minimum of three (3) – five (5)** years of professional experience in a development/alumni relations environment.
- Thorough knowledge and understanding of fundraising, donor and public relations concepts, principles, techniques, procedures and practices.
- Effective oral and written communication skills and the ability to work independently and as part of a team.
- High degree of quality control, skilled in assuming and implementing multiple tasks and responsibilities, and prioritizing assignments.

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- Excellent analytical and critical thinking skills, including creative and effective decision making and problem identification/avoidance/resolution.
- Ability to assist with short and long range strategic planning.
- Ability to meet or exceed fundraising goals and objectives.
- Advanced knowledge of Microsoft Office, Excel and PowerPoint.
- Advanced knowledge of CRM tools, preferably Raisers Edge

## **Preferred Qualifications**

- Working knowledge of the Berkeley campus, including its vision, mission, goals, objectives, achievements and infrastructure.
- Experience working in a multicultural environment
- Major Gift experience preferred

## **Salary Range**

Commensurate with experience.

## **Other Requirements:**

Must successfully pass a Criminal Background Check

Must submit a cover letter and three (3) professional references required at the time of application

## **Other**

First Review Date: December 19, 2016