Job Description

Job Title: Interim Executive Director (0378U)	**Job ID:** 20303
Department: Berkeley Law	**Location:** Main Campus-Berkeley
Full/Part Time: Full-Time	**Regular/Temporary:** Temporary Contract

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.

Application Review Date for this job is: Immediately

Departmental Overview
The Thelton E. Henderson Center for Social Justice is the heart of Berkeley Law's public interest program. The Center brings together students, scholars, staff members and activists to work together on solutions to pressing social problems, and provides training to prepare the next generation of lawyers to meet the challenges of reducing inequality and expanding opportunity for subordinated and marginalized individuals and groups.

POSITION OVERVIEW:

Berkeley Law is currently seeking an Interim Executive Director. The Interim Executive Director will serve as the chief operating officer of the Center. The director will oversee the program during an important transitional period, and is responsible for the on-going administrative, programmatic and financial management of the Center and for a strategic planning and search process to identify a permanent director. The director will report to the Center's Faculty Co-Directors, and is supported by a full-time program assistant and part-time student assistants.

The Executive Director reports to the Faculty Co-Directors and effectively collaborates with the Dean's leadership team, other Center Executive Directors, and consults under the direction of the Co-Directors with the THCSJ advisory board and other stakeholders.

This is a one-year Contract appointment, with benefits. The possibility of extension of extension is based upon performance, business need and/or budget.

Responsibilities
The interim Executive Director will direct and administer an independent program with complete administrative and programmatic responsibilities to achieve stated goals.

- Work with the Assistant Dean of Admissions to recruit prospective students interested in public interest and social justice.
- Collaborate with the members of the Public Interest Working Group to plan and publicize public interest programs, including orientation, graduation and other events.
- Work with the Center's Advisory Council, a group of prominent alumni who provide expertise and support to the Center.
- Counsel/mentor students interested in public interest careers.
- Plan, organize and implement conferences, symposia, lecturers and other events sponsored by the Center.
- Be accountable for all Center communication. Work with appropriate law school and University personnel to design, prepare and produce Center publications, web pages and publicity materials.
- Facilitate efforts of various departments, managers and outside constituencies to ensure interdisciplinary collaboration.
- Implement a social justice certificate program.
- Coordinate the involvement of the Center-affiliated faculty in curricular planning
- Coordinate the Center's activities with law student groups, other research centers and social justice organizations on and off the campus.
- Identify and pursue funding opportunities and revenue streams.
- Lead fundraising efforts for the Center, which may include developing grant proposals, outreach to foundations, alumni, professional organizations, and various other individuals and groups to identify and secure financial support.
- Work with stakeholders to identify and pursue new funding opportunities and revenue streams.
- Collaborate with internal and campus resources to develop, submit, and manage gifts and grants, ensuring that expenses are appropriately applied according to the funding terms and UC policy.
- Participate in the program budgeting and accounting processes to support financial infrastructure of program.
- In consultation with internal resource experts develop, and manage the Center's budget.
- Manage financial and HR resources.
- Oversee and implement the Center's budget.
- Direct administrative operations activities, with accountability for operational and budget processes, staff FTE, finance, human resources and space planning as well as oversee various center activities including conferences,

briefings, workshops and other convening's.

- Supervise staff and student employees employed by the Center.
- Assesses program's effectiveness, and recommends changes to program's content, policies and procedures accordingly.
- Oversee the Center's day-to-day operations and develop, plan and manage the Center's public interest/social justice program working closely with the Faculty Co-Directors, faculty Executive Committee and Advisory Counsel.
- Supervise center publications and publicity, alumni mailings, the annual report, marketing materials and website revision; coordinate with law school public relations office and Alumni and Development Office, and with other Centers.
- Represent the Center to outside constituents.
- Serve on committees representing the program, participating in short term and long term planning.
- Work closely with the Faculty Executive Committee in setting Centers goals, policies and initiatives.
- Oversee a strategic planning process that engages Center Stakeholders including students, faculty, alums, and law school administration.
- Upon completing the strategic plan, work with the Faculty Executive Committee to undertake the search process for a permanent Executive Director.
- Assist in developing research, participates in professional conferences and provides public relations support.
- Support Faculty Co-Directors and project leaders in organizing and shaping the agenda and materials for various conferences, events and other meetings.

Required Qualifications

- Bachelor degree in related area and/or equivalent experience/training
- Academic and/or work background and experience in selected area of research.
- Advanced knowledge of administrative, budgetary, human resources and financial principles and practices to successfully adapt to institutional rules, regulations, processes, protocols, and procedures to successfully manage budgets, accounts and fund management; human resource management and supervision; and experience in project/research management in an academic setting preferred.
- Advanced knowledge and experience directing a variety of administrative and operational activities, including events planning, fundraising, contracts and grants regulations and various guidelines preferred.
- Advanced oral and written communication skills to include active listening, persuasiveness, and ability to work with diverse groups and individuals to achieve positive results.
- Advanced ability to think creatively and independently on concepts requiring advanced analytical skills. Advanced skills in short and long term strategic planning and analysis. Must demonstrate successful innovative problem-solving skills using diplomacy and judgment within a complex environment.

- Advanced interpersonal, cooperative, and organizational skills and ability to work collaboratively with diverse groups of internal and external peers and managers to achieve results. Significant experience in developing superior relationships with key stakeholders and demonstrated ability to articulate the Center's priorities, objectives and mission.
- Demonstrated successful political and organizational acumen within a complex environment, with significant experience conducting and developing research strategies and programs within a complex unit or organization serving multiple constituencies.
- Sound judgment, tact, and a willingness to take initiative.
- Substantial ability to direct the design of effective marketing and promotion strategies and materials for fund-raising and Center publicity.
- Ability to successfully deal with confidential, complex situations involving coordination and consultation with high level constituents.
- Leadership experience and the ability to supervise and motivate others, encourage teamwork, work collaboratively within large organizations, and provide clear direction to achieve exceptional results.
- Ability to do some traveling and attend evening and weekend events.
- Highly skilled fundraising experience.
- Must be able to successfully complete a criminal background check.

Preferred Qualifications

- Advanced degree in related area and/or equivalent experience/training
- J.D. preferred

Salary & Benefits

Annual salary range is $82,500 to $125,000.

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.

Criminal Background Check

This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal 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