

## Job Description

Job Title: Executive Director, Berkeley Center for Law, Business and The Economy (0378U) #19500

Job ID: 19500

Location: Main Campus-Berkeley

Full/Part Time: Full-Time

Department: Law

Regular/Temporary: Temporary

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### 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>.

### Departmental Overview

The Berkeley Center for Law, Business, and the Economy (BCLBE) is the hub for rigorous, relevant, empirically based research and education on the interrelationships of law, business, and the economy. BCLBE informs students, policymakers and the public of the implications of this innovative work to promote positive outcomes on business operations, economic growth, and market efficiency. BCLBE'S interdisciplinary approach to basic research, timely policy research, curriculum innovation, and public education empowers current and future leaders on the impact of law on business and the U.S. and global economies.

The Executive Director of the Berkeley Center for Law, Business and the Economy (BCLBE) manages the administration of the Center, ensuring successful completion of the goals and mission of the center in the critical areas of fundraising, project and event management, executive education, strategic planning, administration of center operations, staff supervision, and coordination with other Centers. The ED manages all publications including the annual report; marketing and publicity materials and various electronic media modalities (in coordination with the Berkeley Law Public Relations Office);

and alumni relations. In consultation and collaboration with stakeholders, the ED formulates program goals and develops and implements long and short range strategies in support of the Centers' mission. The ED may assist in the Center's policy work.

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

Involves managing a significant, independent academic or research program. Formulates program strategies and goals. Plans, directs and controls program budget and other related resources.

### **Responsibilities**

25% In consultation with the Faculty Co-Directors, Advisory Board members, students and other senior leaders and stakeholders, the ED will conceive, organize direct and administer an independent program of internal and external events with complete administrative and programmatic responsibility to achieve stated goals. Examples include:

- Administration of the business law curriculum under the direction of the Faculty Co-Directors.
- Executive education programs, events and opportunities developed in consultation with the Executive Director, International & Executive Legal Education (IELE), Organize and administer the business law certificate.
- Primary liaison to the Berkeley Business Law Journal (the primary business law student group.)

5% Facilitates efforts of various departments, managers and outside constituencies to ensure interdisciplinary collaboration.

20% Identifies and pursues funding opportunities and revenue streams. With the Faculty Co-Directors, identify and pursue funding opportunities and revenue streams from foundations, alumni, individual donors, law firms and corporations, and the alumni advisory board. Assist in the development of the business plan and vision of the center. Collaborate with the Alumni Relations and Development Office and Faculty Co-Directors to coordinate fundraising activities. Draft grant proposals in support of BCLBE's work; manage the grant writing process (grant preparation, submission, and reporting requirements). Draft reports to constituent interests of the Center. Collaborate with campus and Berkeley Law resources to serve as special resource for pre- and post-contracts and grants work, interpreting regulations and guidelines on grants and/or contracts, ensuring expenses are paid according to contract, monitoring contract and grant expenditures.

10% Participates in the program budgeting and accounting processes to support financial infrastructure of program. Develop and prepare complex budgets with multiple funding sources for grants, general appropriations. , prepares short and long range planning for administrative services operations and improvement to processes, including coordination with other Centers, appraisal of future funding opportunities, and designing strategies to reach the Center's long-term goals.

20% Manage financial and HR resource plans, and administers a full range of administrative operations in a small to medium academic program (Center) where operations are significantly complex in terms of budgetary funding, number of faculty, projects, staff and students, and broad in scope due to focus of operations (e.g., fundraising, grant writing, etc.). Direct administrative operations activities, with accountability for operational and budget processes, staff FTE, finance, human resources and space planning as well as oversight of various center activities including conferences, briefings, workshops and other convening's.

10% Assesses program's effectiveness, and recommends changes to program's content, policies and procedures accordingly. Supervises center publications and publicity, alumni mailings, annual report, marketing materials and website revision; coordinates with law school public relations office and Alumni and Development Office, and with other Centers. Represents the Center to outside constituents.

5% In consultation with the Faculty Co-Directors, prepares short and long range planning for administrative In services operations and improvement to processes, including coordination with other Centers, appraisal of future funding opportunities, and designing strategies to reach the Center's long-term goals. Serves on committees representing the program, participating in short term and long term planning.

5% Assists 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**

- Academic and/or work background and experience in selected area of research, preferably in business law, finance or economics.
- 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.

#### **Preferred Qualifications**

- Advanced degree in related area and/or equivalent experience/training
- JD or PhD or other relevant graduate degree preferred

#### **Salary & Benefits**

The hiring range is \$82,500 - \$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.

#### **Other Information**

This is a full-time, exempt contract position for 12 months, with possibility of renewal.

### **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, national origin, disability, or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

If you'd like more information about your EEO rights as an applicant under the law, please see:

[http://www1.eeoc.gov/employers/upload/eeoc\\_self\\_print\\_poster.pdf](http://www1.eeoc.gov/employers/upload/eeoc_self_print_poster.pdf)

### **Work Environment**

As of January 1, 2014 the University of California, Berkeley is a smoke and tobacco free workplace. Information about our Smoke and Tobacco Free policy is available at:

<http://www.tobaccofree.berkeley.edu/>

### **Clery Disclosure**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require that crime statistics and other safety information for colleges and universities receiving Title IV funds be made available to applicants upon request. University of California, Berkeley's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by the University, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You may obtain this information for the UC campus to which you are applying by accessing the website at <http://police.berkeley.edu/safetycounts/index.html>.

A printed copy of the report may be obtained by writing to UCPD, Room 1, Sproul Hall, Berkeley, CA 94720.