

Job Description

Job Title: Program Director of the Corporate Sustainability Institute (7399U)	Job ID: 22104
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>.

The First Review Date for this job is: 9/9/16

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. In 2015, BCLBE launched the Berkeley Sustainable Business and Investment Forum (BSBIF), an annual gathering of leading corporate executives and institutional investors to discuss current issues and trends in corporate sustainability. BCLBE will now expand its work on corporate sustainability and launch the Corporate Sustainability Institute (the Institute), an initiative to manage the expansion of BSBIF and to develop additional programs, research and curriculum around corporate sustainability.

The Director of the Corporate Sustainability Institute manages the administration of

the Institute, ensuring successful completion of the goals and mission of the Institute in the critical areas of fundraising, project and event management, executive education, strategic planning, and administration of Institute operations. The Director develops all publications, marketing and publicity materials and various electronic media modalities in coordination with BCLBE and the Berkeley Law Public Relations Office and alumni relations. In consultation and collaboration with BCLBE and other stakeholders, the Director formulates program goals and develops and implements long and short range strategies in support of BCLBE and the Institutes mission.

The Program Director reports to and effectively collaborates and consults with the Executive Director of BCLBE and other stakeholders.

Involves analytical studies on a variety of policies, projects, programs and issues in support of a function, program and/or organizational unit, or in research of new or changing systems and programs. Assists in policy and program planning, development and administration; interprets monitors and analyzes information regarding policies and procedures and provides consultative services regarding general management to department administrators.

This is a 1 year contract position with possibility of renewal.

Responsibilities

- Provides highly complex analyses across a broad spectrum of programs, policies and initiatives or provides in-depth, complex analyses as a specialist in one policy field.
- Proposes, leads and/or participates on policy and planning committees and working groups. Researches and summarizes best practices in field.
- Develops proposals and recommendations to guide and support a broader strategic direction for the organization.
- Makes high level contacts of a sensitive nature, internally and externally requiring discretion and diplomacy in order to negotiate with or persuade officials to adopt the proposed solution.
- Leads and directs a wide variety of projects and follows through with all levels of staff and individuals inside and outside the organization.
- Guides and directs planning which may include senior campus management, faculty, and/or external constituencies.
- May lead a team of lower level analytical and administrative staff.
- Develops and presents complex proposals and/or business plans on a broad range of issues to include problem identification, costs, benefits and options.

Required Qualifications

- Thorough knowledge of campus processes, protocols and procedures and/or the ability to quickly develop an understanding.
- Intermediate to advanced knowledge of common campus-specific computer applications and the ability to quickly learn new applications.
- Academic and/or work background and experience in selected area of research, preferably in business law, finance or economics.
- Strong analytical/problem-solving skills.
- Advanced written and oral communication and interpersonal skills to include active listening, persuasiveness, and the ability to communicate effectively with diverse groups and individuals at all levels and influence, both verbally and in writing to achieve positive results.
- 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 Institute's priorities, objectives and mission.
- Fundraising experience and thorough knowledge and experience directing a variety of administrative and operational activities including events planning, fundraising, contracts and grants regulations and various guidelines.
- Substantial ability to direct the design of effective marketing and promotion strategies and materials for fund-raising and publicity purposes.
- 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.
- 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 willingness to both take direction and display initiative.
- Small to mid-level project management skills.
- Ability to multi-task with demanding timeframes.
- Ability to do some traveling and attend evening and weekend events.
- Ability to use discretion and successfully maintain all confidentiality when dealing with complex situations involving coordination and consultation with high level constituents and stakeholders.
- Must be able to successfully pass a criminal background check.

Education/Training:

- Bachelor's degree in related area and/or equivalent experience/training.'
- JD or other related graduate degree preferred

Salary & Benefits

Salary commensurate w/ 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.

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>