

**Executive Director (0379U) - 67570**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=234764>

Downloaded On: May. 16, 2024 6:26pm

Posted Apr. 16, 2024, set to expire Jun. 30, 2024

**Job Title** Executive Director (0379U) - 67570  
**Department**  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Apr. 16, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Administration - General

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**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and

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commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

## **Departmental Overview**

Based in Berkeley's Rausser College of Natural Resources, the new James M. and Cathleen D. Stone Center for Large Landscape Conservation at UC Berkeley (Stone Center) aims to catalyze new forms of university engagement to increase the pace, scale, equity and durability of large scale conservation. The Stone Center will pursue this mission through community-engaged research, stakeholder workshops, training initiatives, policy advising, and public communications. A central element of the Stone Center's work is to support multiple "Living Labs," where university scientists work with -- and learn from - communities on the front lines of environmental change. The first of these is the Beyond Yellowstone Program in Wyoming, the second will be based in California, and others are to be determined. In its first 5 years, the Stone Center's faculty directors expect to develop a strong emphasis on the conservation of economically and culturally important biodiversity in the western United States. Initial campus partners include Berkeley Wildlife, the Berkeley Institute for Parks, Biodiversity and People, and the Eric and Wendy Schmidt Center for Data Science and Environment. The Stone Center team will include administrative and communications staff, program (i.e., Living Lab) managers, postdoctoral scientists, and a network of faculty affiliates and student researchers.

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## **Position Summary**

The Executive Director will provide creative vision and energetic leadership to the Stone Center, cultivating a high impact research program on large-scale, collaborative, trans-jurisdictional nature conservation, and connecting this program to community partners and policymakers through convening, training, and communications initiatives. Working with two faculty co-directors, the Executive Director will expand the Stone Center's initial mission, vision and goals into a long-term strategic plan, and lead all aspects of the center's day- to-day operations, including providing senior management oversight for a number of research and professional staff, and for projects involving many postdoctoral scientists and student trainees.

## **Application Review Date**

The First Review Date for this job is: 04/29/2024. For full consideration, please apply by 05/17/2024. This job is open until filled.

## **Responsibilities**

Planning and administration:

- Develops and implements the mission, vision, and goals of the Stone Center and designs research and outreach programs that connect Berkeley research with collaborative landscape conservation efforts.
- Plays a critical role in building, supporting, and retaining an administrative, research, communications, and outreach team that will become the operational backbone of the Stone Center.
- Manages the Stone Center's day-to-day operations, including supervising the professional staff and working with affiliated faculty to support postdoctoral scholars and students engaged in Center projects.
- Manages the Stone Center's budget including planning, directing and controlling program budget and managing financial, human resources, technical, and other supporting resources.
- Works closely with administrative staff and affiliated faculty to coordinate with Campus Shared Services on all matters related to financial and human resources support services.
- Regularly compares the Stone Center's outcomes and overall effectiveness to the mission, vision, goals and objectives, and recommends changes accordingly.

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Research and outreach:

- Oversees research and outreach on large-scale, collaborative, cross-jurisdictional conservation efforts, including events for visiting researchers and speakers and supportive student fellowships and grants.
- Collaborates across research groups and units, including Berkeley Wildlife, Schmidt Center for Data Science and Environment, and the Institute for Parks, People and Biodiversity, to co-produce quantitative and qualitative research that evaluates and/or guides conservation decision-making.
- Provides leadership and support to research coordinators of multiple Living Labs to develop community-engaged research and outreach on large-scale conservation efforts which align with the Center's mission.
- Cultivates high-impact research products evaluating large-scale land and water conservation outcomes and identifying future innovations are grounded in insights from multiple Living Labs.
- Coordinates varied and competing requirements associated with managing an innovative research program in a university and/or government environment.
- Travels occasionally (<10% of working time) to represent Stone Center and/or Living Lab research and scholarship, primarily in the western United States and/or Washington, DC.

Communications:

- Represents the program and its research to elected officials, government agencies, Tribal leaders, non-profit leaders, journalists, and the broader public and empowers other relevant team members to do so.
- Oversees the production of high-quality reports, white papers, and perspective pieces on the work of the Stone Center (including potentially authoring or co-authoring such outputs)
- Participates in select, high-visibility conferences, seminars, and workshops.
- Oversees and works closely with a communications officer, and partners, to develop and publish communications and outreach materials consistent with the Stone Center's mission and vision.

Fundraising:

- Obtains funding from multiple external sources including government agencies, foundations, and individual donors.
- Coordinates with faculty co-directors and campus development to communicate effectively with

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primary donors and serves as a key point of contact with primary donors.

- Ensures Stone Center reporting (e.g. quarterly, annual) meets the needs and expectations of existing and prospective donors and partners.
- Engages other campus units and external partners (e.g., NGOs) to negotiate cost-sharing opportunities in areas of mutual interest.
- Develops and executes strategic plan for financing program activities and ensuring long-term sustainability of the Stone Center.

### **Required Qualifications**

- High-level management expertise in public-sector or community-based work.
- Expertise in administrative, operational, financial, and human resources practices.
- Expert interpersonal skills and ability to work with diverse groups to achieve results.
- Expert public communication skills.
- Expertise in fundraising via grants and donations.
- Experience building and leading diverse teams.
- Familiarity with university culture and systems.
- Academic background and demonstrated expertise in selected area of scholarship.
- Experience working with academic trainees (e.g., undergraduates, graduate students, and postdocs).
- Bachelor's degree in related area and/or equivalent experience/training.

### **Preferred Qualifications**

- Experience in conservation science, policy, or practice.
- Experience developing research partnerships among universities, government, and nonprofits.
- Experience working on conservation or economic development in rural communities.
- Experience working with sovereign tribal nations or tribally led organizations.
- Expert understanding of the role of science in environmental problem-solving.
- Ph.D., Master's degree, or professional degree in a relevant field and/or equivalent experience/training.

### **Salary & Benefits**

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for

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**UC Benefits.**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$140,00.00 - \$171,500.00.

**How to Apply**

- To apply, please submit your resume and cover letter.

**Diversity Statement**

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

**Other Information**

- This is not a visa opportunity.

**Conviction History Background**

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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, please see the

[https://apptrkr.com/get\\_redirect.php?id=5184509&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5184509&targetURL=U.S. Equal Employment Opportunity Commission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

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