

Executive Director - Edley Center for Democracy - School  
of Law  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253147>

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Posted Feb. 14, 2025, set to expire Mar. 17, 2025

<b>Job Title</b>	Executive Director - Edley Center for Democracy - School of Law
<b>Department</b>	
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Feb. 14, 2025
<b>Application Deadline</b>	03/17/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Legal
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**Job Description**

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**Executive Director - Edley Center for Democracy - School of Law**

**Position overview** **Position title:** Executive Director

**Salary range:** The UC academic salary scales set the minimum pay determined by step at appointment. See the following table(s) for the current salary scale(s) for this position:

[https://www.ucop.edu/academic-personnel-programs/\\_files/2024-25/july-2024-scales/t36-ii.pdf](https://www.ucop.edu/academic-personnel-programs/_files/2024-25/july-2024-scales/t36-ii.pdf). The current base salary range for this position is \$161,310 - 249,018. "Off-scale" salaries, which yield compensation that is higher than the published system-wide salary at the designated rank and step, are offered when necessary to meet competitive conditions.

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**Percent time:** 100%

**Anticipated start:** Spring 2025

**Position duration:** One-year term position, with the possibility of renewal

**Application Window**

**Open date:** February 13, 2025

**Next review date:** Friday, Feb 28, 2025 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

**Final date:** Monday, Mar 17, 2025 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

**Position description**

The Christopher Edley Jr. Center for Democracy and the Rule of Law is a center based at the UC Berkeley School of Law. Building on UC Berkeley's history of and commitment to research and public service, the Edley Democracy Center will leverage the intellectual resources of Berkeley faculty and students in furtherance of applied research on threats to democracy and rule of law in the United States. Possible activities include authoring white papers, participating in litigation, drafting model legislation or regulations, providing technical assistance to government or nongovernmental actors, and organizing conferences or other convenings.

The Executive Director will be a full-time employee dedicated to the strategic planning, coordination, management, and execution of the Edley Democracy Center's initiatives. In coordination with the Center's supervising faculty and advisory board, the Executive Director will play a central role in developing the vision and strategic direction for the Center; oversee research projects and other initiatives; manage student research assistants and eventually an in-house team; and handle administration, operations, and some fundraising efforts.

This position requires strategic thinking and significant leadership and managerial skills; ability to coordinate and leverage diverse stakeholders; and expertise in issues relating to democracy and the rule of law. The Executive Director will play a key role in communications; fiscal management; personnel matters; student, faculty and alumni engagement; and fundraising.

**Primary Responsibilities**

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### Leadership

- Provide dynamic leadership that supports and guides the Center's mission
- Establish strategic and organizational goals, objectives, and operational plans in collaboration with faculty, staff, and advisory board.
- Exercise sound judgment in selecting, managing, and executing projects together with other stakeholders.
- Provide relevant legal skills and expertise to ensure project success
- Coordinate with faculty, staff, and advisory board on the organization's progress toward its goals.
- Effectively represent the Edley Center to the public and to other organizational stakeholders

### Management

- Oversee day-to-day operations and ensure successful long-term operations
- Ensure that the Center makes consistent and timely progress in achieving its mission and target impact
- Advocate for the Center among research units and with UCB leadership and media relations; liaise with law school faculty, academic centers in the Law School, and other UCB departments and programs.
- Ensure effective coordination with law school and campus administrative staff and compliance with applicable university regulations.
- Oversee the Center's student-facing activities
- Oversee financial stewardship for the Center

### Fundraising and financial sustainability

- Lead, manage, and guide the Center to achieve increasing impact in its areas of emphasis
- Ensure financial sustainability by managing philanthropic fundraising efforts, in partnership with the advisory board, faculty director/s, and law school development office.

### External Engagement and Impact

- Lead the evolution of the Center's strategic plan and drive its implementation
- Apply innovative thinking and performance measurements to analyze and accelerate progress

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toward strategic goals.

- Communicate effectively with diverse audiences, including faculty, students, staff, advisory board, and the public.

**For More Information:** <https://www.law.berkeley.edu/research/edley-center-on-law-and-democracy/>

### **Qualifications**

#### **Basic qualifications** (required at time of application)

- Candidates must hold an advanced degree at time of application, such as a J.D., Ph.D., or equivalent international degree.

#### **Additional qualifications** (required at time of start)

- 3 years post-graduate work experience

#### **Preferred qualifications**

- JD, doctoral degree, or equivalent international degree in law, political science, public policy, or other related field
- 5-12 years of post-graduate work experience
- Experience litigating in U.S. federal and/or state courts
- A passion for the Edley Center's mission in pragmatically addressing threats to democracy in the United States and other countries.
- Demonstrated leadership and management skills and ability to work collaboratively with diverse groups of internal and external peers and managers to achieve results.
- Experience or expertise in legal issues related to democracy, including constitutional law, administrative law, civil rights, and kindred fields.
- Experience in, or demonstrated commitment to, engaging in fundraising
- Outstanding communication skills both (oral/written) and ability to work well with faculty, students, media, staff, and the advisory board.
- Knowledge at the intersection of research and policy both academic/work experience relevant to the Edley Center's subject matter.

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- Experience as a successful leader of an organization
- Experience directing a variety of administrative and operational activities, including events planning, contracts, and grants
- Program management, strategic planning, organizational development, and analytical/problem-solving skills
- Budget oversight experience
- Ability to prioritize and function independently

## Application Requirements

### Document requirements

Additional materials may be requested of finalists.

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Writing Sample - Such as a policy brief, comment letter, white paper, or other writing sample of no more than 10 pages
- Statement on Contributions to Diversity, Equity, Inclusion, and Belonging - Statement on your contributions to diversity, equity, and inclusion, including information about your understanding of these topics, your record of activities to date, and your specific plans and goals for advancing equity and inclusion if hired at Berkeley (for additional information go to <https://ofew.berkeley.edu/recruitment/contributions-diversity>).

### Reference requirements

- 3 required (contact information only)

Apply link: <https://aprecruit.berkeley.edu/JPF04751>

Help contact: [academicpositions@law.berkeley.edu](mailto:academicpositions@law.berkeley.edu)

### About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging. The excellence of the

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institution requires an environment in which the diverse community of faculty, students, and staff are welcome and included. Successful candidates will demonstrate knowledge and skill related to ensuring equity and inclusion in the activities of their academic position (e.g., teaching, research, and service, as applicable).

The University of California, Berkeley 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, age, or protected veteran status.

Please refer to the [University of California's Affirmative Action Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct, are currently being investigated for misconduct, left a position during an investigation for alleged misconduct, or have filed an appeal with a previous employer.

- "Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer.
- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy for Employees, Students and Third Parties](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

## Job location



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Berkeley, CA

To apply, visit <https://aprecruit.berkeley.edu/JPF04751>

### Contact Information

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

#### Contact

N/A

University of California Berkeley

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