

Executive Director, Berkeley Liberty Initiative (6299U)
78876
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258265>

Downloaded On: Jun. 15, 2025 2:46am

Posted Jun. 13, 2025, set to expire Jul. 1, 2025

Job Title	Executive Director, Berkeley Liberty Initiative (6299U) 78876
Department	Division of Social Sciences
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Senior Executive Officer
Academic Field(s)	Administration - General
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Job Description

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Executive Director, Berkeley Liberty Initiative (6299U) 78876

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Division of Social Sciences in the College of Letters & Science is the largest academic division on campus, with an annual budget of approximately \$130M, 270 permanent faculty FTE, and undergraduate enrollment which averages over 31,000 per semester. It is also among Berkeley's most heterogeneous divisions, with faculty studying every dimension of the human experience. Its academic departments include African American studies, anthropology, demography, economics, ethnic studies, geography, gender and women's studies, history, linguistics, political science, psychology and sociology. The division is also home to the International and Area Studies and Cognitive Science programs, the Social Sciences Matrix, D-Lab, and several related research units.

The Executive Director of the Berkeley Liberty Initiative (BLI) is responsible for reaching, serving, and engaging alumni and other key constituencies including but not limited to students, parents, local community, government, as well as the general public, through programs, events, products, and services. The role translates constituent needs and priorities into customized programs to create, enhance, and sustain relationships with external constituencies.

Join a phenomenal team of enthusiastic, dedicated, and supportive collaborators that include the UC Berkeley Social Science development staff, faculty members, and external partners. This role will work in close collaboration with the BLI Faculty Director to oversee a bold expansion of the BLI at the university. For more than a decade, the BLI has enriched the diversity of perspectives at UC Berkeley by hosting leading thinkers whose expertise and scholarship focus on the ideal of freedom in political and economic life through its flagship annual Ambassador Frank E. Baxter Lecture. Meeting the challenges of our current moment, the BLI seeks to foster a campus culture that values respectful dialogue and engagement with diverse viewpoints. The BLI's mission is to create an environment in which the constructive collision of ideas thrives, especially on topics of social, cultural, and political

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importance, across campus and beyond.

Application Review Date

The First Review Date for this job is June 25, 2025

Responsibilities

Oversee Administrative Operations and Program Implementation:

Perform a full range of administrative duties, such as implementing programming, arranging and participating in meetings, and maintaining membership rosters. Research various topics, gather relevant data to inform unit strategic plans, and keep management informed as necessary. Mentor less experienced staff members to enhance team capabilities. Analyze and address diverse issues to enhance operational efficiency and program effectiveness.

Cultivate and Maintain Strategic Relationships:

Build and sustain relationships with a variety of internal and external stakeholders, including BLI supporters, faculty, student organizations, and external partners. Leverage professional expertise to foster collaboration and support for organizational initiatives. Respond to constituent inquiries and provide necessary information to maintain strong connections with all stakeholders.

Plan and Manage High-Profile Events and Activities:

Organize and oversee events and activities, either independently or in partnership with other entities, including the flagship annual lecture. Plan, implement, and staff alumni events, recruit and assist volunteers, and ensure successful execution aligned with organizational goals. Apply theoretical knowledge and practical skills to ensure the events' alignment with institutional objectives and effective engagement of key constituencies.

Develop and Execute Comprehensive Promotion Strategies:

Design and implement broad-spectrum promotional campaigns targeting diverse audiences, including alumni, prospective students, donors, and community representatives, in collaboration with communications staff across the division, college, and university. Utilize in-depth knowledge of the professional field to ensure effective outreach and engagement. Develop communication strategies to inform key constituencies about institutional programs, activities, policies, and practices.

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Required Qualifications

- Thorough knowledge of basic concepts, principles, and procedures of building and maintaining effective relations with alumni, internal and key constituencies.
- Thorough knowledge of the campus, its mission, goals, objectives, programs, achievements, infrastructure and issues of concern.
- Thorough written, verbal and interpersonal communications, tact and political acumen to effectively represent the campus.
- Thorough research, analytical and critical thinking skills, including sound judgment and decision-making skills and skill to correctly identify real and potential problems, advising management as required, and proposing effective strategic resolutions.
- Skill in project management, including event planning and meeting deadlines.
- Bachelor's degree in related area and / or equivalent experience / training

Salary & Benefits

This is a full-time, 2-year contract position.

This position is eligible for the full range of 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 range that the University reasonably expects to pay for this position is \$72,600 - \$120,000, annually.

How to Apply

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To apply, please submit your resume and cover letter.

Conviction History Background

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.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct 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. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state

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or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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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