

Executive Director (0379U), Berkeley Center for the
Science of Psychedelics - Helen Wills Neuroscience
Institute - 65206
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=231352>

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Posted Feb. 26, 2024, set to expire Jun. 30, 2024

Job Title Executive Director (0379U), Berkeley Center for the
Science of Psychedelics - Helen Wills Neuroscience
Institute - 65206

Department Helen Wills Neuroscience Institute

Institution University of California, Berkeley
Berkeley, California

Date Posted Feb. 26, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Research
Administration - Academic Unit
Administration - General

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Job Description

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**Executive Director (0379U), Berkeley Center for the Science of Psychedelics - Helen Wills
Neuroscience Institute - 65206**

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

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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 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.

Departmental Overview

The UC Berkeley Center for the Science of Psychedelics (BCSP) is an academic center focused on psychedelic research, training, and public education. The BCSP works to improve health and well-being for all through culturally informed psychedelic research; psychedelic facilitation training for religious, spiritual-care, and health-care professionals; and accessible, accurate, and reliable public education.

Application Review Date

The First Review Date for this job is: March 7, 2024

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Responsibilities

LEADERSHIP:

The Executive Director is the BCSP's principal staff member responsible for maintaining and expanding the BCSP's academic and societal impact in the fields of psychedelic science and education.

- Strategic planning, managing, and delivering of high-impact public programs that support the Center's mission. This currently includes project management of the BCSP's Massive Open Online Course, the Ferriss - UC Berkeley Psychedelic Journalism Fellowship program, and the BCSP podcast. This also includes overseeing the BCSP's website, an extensive resource providing the general public with evidence-based information about all aspects of psychedelics, including current research, chemistry, neuroscience, psychology, culture, history, policy, and law. The Executive Director will also be involved in identifying, developing, and planning new public education programs.
- Providing leadership and management for the BCSP's broad portfolio of research studies across the sciences, humanities, and public opinion research, including prioritization and resourcing. This currently includes multiple neuroscience projects, a new partnership with Harvard (Psychedelics in Society and Culture) that is focused on scholarship and research in the humanities, social sciences, and arts, and a longitudinal polling study of the public's beliefs, knowledge, and opinions about psychedelics (the Berkeley Psychedelics Survey). This also includes mentoring a Civic Science Fellow who will be appointed in Spring 2024 to conduct research in the BCSP.
- Identifying, developing, and planning new research programs in the BCSP.
- Evaluate the Center's impact and efficiency and formulating plans to improve them.
- Providing thought leadership to the Center on key issues relating to its mission, including psychedelic science, education, and DEI and reciprocity.
- Interfacing with the BCSP Advisory Board, the BCSP Scientific Advisory Board, and official Advisors representing the Center.
- Representing the BCSP to the public, including translating BCSP research programs.
- Serving as a key spokesperson for the BCSP in the media.

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CENTER MANAGEMENT AND ADMINISTRATION:

The Executive Director will be responsible for conceiving and directing the day-to-day functions of the BCSP, managing outside collaborations, reporting to the BCSP Faculty Director and Helen Wills Neuroscience Institute, and expanding the visibility of the Center.

- Managing administrative requirements of the BCSP.
- Supervising the Center's staff (direct reports within the BCSP include a Finance and Operations Manager, a Communications Director, an Executive Assistant, and a Program Director), managing their work and development, and fostering a supportive organizational culture.
- Representing the Center to other campus institutes and offices.
- Ensuring compliance with national laws that apply to psychedelics research and education at UC Berkeley, and regulations from the FDA, DEA, etc.

FUNDRAISING:

The Executive Director will be the main initiator and catalyst for bringing outside funds and grant programs to the BCSP, thus promoting steady expansion of its programs and research operations.

- Identifying and obtaining funding from multiple external sources (high-net-worth, individual philanthropists, foundations, grant-making organizations, government agencies, etc.) to ensure financial sustainability of the BCSP and collaborating with faculty and staff on proposal preparation.
- Leading proposal preparation and writing substantial portions of some of the above proposals. This includes identifying, developing, and implementing revenue-generating programs within the BCSP.
- Working with groups within the university in preparing and submitting proposals, including the Sponsored Projects Office and University Development and Alumni Relations.
- Bringing together teams of investigators to apply for and manage large funding initiatives (e.g., program project grants, collaborative center grants, etc.).
- Interfacing with funding agencies, program officers, and foundations to align the Institute's programs and capabilities to existing and upcoming funding opportunities.
- Garnering philanthropic and self-generated funds to support the BCSP's programs.

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FINANCE AND OPERATIONS: Posted Feb. 26, 2024, set to expire Jun. 30, 2024

The Executive Director will manage funds and financial obligations to ensure that personnel and programs within the BCSP remain well supported and sustainable.

- Overseeing execution of funded research and education programs from the BCSP.
- Planning, directing, and overseeing program budgets and financial, HR, technical and other supporting resources.
- Ensuring overall compliance of Center operations with UC policies and procedures.
- Making recommendations and implementing decisions on issues (operational and budget processes, staff FTE, finances, and space planning) that have center-wide impact.

Required Qualifications

- Background in academic research (or extensive familiarity with academic research)
- Demonstrated expertise with program building within a leading academic institution, government agency, or non-profit that involved handling administrative, budgetary, and human resources responsibilities and financial principles and practices.
- Expert oral and written communication skills.
- Expert ability to think creatively and independently on concepts requiring advanced analytical skills.
- Expert interpersonal skills and ability to work with diverse groups to achieve results.
- Expert ability to work collaboratively with dynamic and diverse group of faculty, staff and students.
- Expert fundraising experience.
- Leadership experience in academic, government, or non-profit organizations.
- Commitment to/experience with enhancing diversity, equity, and inclusion in organizations.
- Experience or fluency in the field of psychedelic research and/or education

Education/Training:

- Advanced degree in related area and / or equivalent experience / training.

Salary & Benefits

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

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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 \$170,000.00 - \$225,000.00.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.
- This is a hybrid position, eligible for up to 50% remote capability.

How to Apply

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.

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 U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

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To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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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