Director of External Programming (Academic Coord II) – Institute of Governmental Studies (IGS)

RECRUITMENT PERIOD

Open date: September 27th, 2018

Next review date: October 22nd, 2018
Apply by this date to ensure full consideration by the committee.

Final date: October 29th, 2018
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.

DESCRIPTION

Director of External Programming – Institute of Governmental Studies (IGS)

The Institute of Governmental Studies (IGS) at the University of California, Berkeley seeks applications for a Director of External Programming (Academic Coordinator II) in the area of Social Sciences/American Politics and Policy, with an anticipated start date of Fall 2018.

The Institute of Governmental Studies (IGS), established in 1919, is an organized research unit which supports interdisciplinary research and public service, focused on American and California politics and public policy, and coordinates research activities for several separate research centers, four faculty colloquia, a professional Library, a publishing program, a major student internship program, and several affiliated programs. Its Director reports to the Vice Chancellor for Research.

This position has primary responsibility for administering several academic programs and functions closely related to the educational and research mission of the Institute. Chiefly, these include a multifaceted communications program designed to summarize and disseminate the result of the Institute’s work; conferences and other events related to components of the Institute’s research agenda and the interests of the California political practitioner community; the development of
Institutes research agenda and the interests of the California political practitioner community; the development of proposals for extramural funding of the Institute’s research program. With regard to these efforts, the duties of the Academic Coordinator will include academic program planning and development; assessment of program and constituency needs; evaluation of program activities and functions; the generation and coordination of funds from different sources; liaison with other agencies and institutions in the public and private sectors; publicity of these program activities to the public and other IGS constituencies through the production of content for the IGS website, the coordination of social media, news media outreach, and other means; and supervision of support staff as needed.

In addition to these duties, the Director of External Programming will also work closely with other members of the senior management team, especially the Institute’s Director and Associate Director, in managing the Institute’s development activities. Working in collaboration with the Director and Associate Director, the Director of External Programming will have day-to-day responsibility for development activities such as the annual appeal and managing the relationships with members of the National Advisory Council.

- Conceives and executes a broad-based communications program to disseminate and amplify the Institute’s programming, including research programs, student programs, and other activities. The communications plan will have a focus on Institute research programs. The Director of External Programming will have responsibility for conceiving and executing materials and content that describe the Institute’s work in various formats, including printed materials, social media platforms, web content, and email outreach. This communications plan will focus on disseminating Institute research and programming for a wide variety of audiences, including policymakers, scholars, donors and others, and therefore raising the public profile of IGS as a whole.

- Conceives, plans, organizes and promotes Institute conferences and other events on topics related to the Institute’s research agenda and the interests of the National Advisory Council and other members of the California political practitioner community. With regard to these activities, the Director of External Programming will be expected to assess program and constituency needs; evaluate program activities and functions; identify potential support resources, develop proposals for funding, and secure funding. The Director of External Programming will be expected to provide intellectual leadership for this work, such as familiarity with political and policy issues, knowledge of current research, and the identification of topics and speakers. These events will include events related to the Institute’s Jack Citrin Center on Public Opinion Research, and other events as assigned.

- Working with affiliated faculty and the Institute’s Director, administers the approval process for research grants, helping manage relations with CSS and SPO. Also works with IGS affiliated graduate students in obtaining research funding. Develops and administers proposals for extramural funding of the Institute’s research agenda. In this work, the Director of External Programming will facilitate efforts to bring extramural research support to IGS and lead proposal development, preparation and submission. The Director of External Programming is a key contact with outside funding agencies and sponsors, and coordinates revenue generating projects.

- Administer the application, selection, and recognition process for student awards related to the Institute’s educational and research mission – the Howard Prize in American Politics Research and the Muir Award in Leadership. The Director of External Programming will administer all aspects of these awards, including the application process, a recipient recognition event, and moderate involvement in the development of funding sources to sustain IGS student awards.

- Work in collaboration with the Director and Associate Director to manage the Institute’s development activities, which are instrumental in providing funds for the Institute’s research agenda and conferences. The Director of External Programming will have day-to-day responsibility for development activities such as the annual appeal and managing the relationships with members of the National Advisory Council, including the planning and staging of
managing the relationships with members of the National Advisory Council, including the planning and staging of the Council’s annual Salon Gala, which involves consultation with the Director for the selection of speakers and supervision of support staff as needed to fulfill these responsibilities.

- Reports to the IGS Director and as directed represents the Institute at meetings with representatives from the University, foreign, national, state and local government organizations, other research institutes, funding agencies, donors and alumni groups, and other groups. The Director of External Programming operates with significant independence and initiative after receiving general direction from the Institute’s Director.

Basic/Minimum Qualifications (required at time of application):
A Master’s or equivalent international degree, or a Bachelor’s or equivalent international degree plus three years of experience, in political science, public policy, political journalism.

Additional Qualifications (required by start date):
- Demonstrated experience in developing and administering research proposals and programs.
- Experience with communications, particularly in terms of coordinating social media presence on a variety of platforms.
- Experience to design and implement new programs and experience in managing outreach activities.
- Experience in development, including the identification of multiple funding sources for both academic and non-academic programs.
- Prior experience in soliciting and processing gifts.

Preferred Qualifications:
- Experience working with major foundation programs in the Social Sciences, including American politics.
- Demonstrated understanding of University-based extramural funding and grant-seeking activities.
- Demonstrated analytical abilities and creativity in problem-solving.
- Excellent written and oral communication skills.
- Proficiency with a wide range of computing-based software.
- Ability to work collaboratively with other members of the Institute’s senior management team.
- Knowledge of California and American politics.
- Experience with web site administration.

This full-time position is for two years and is renewable based on performance and availability of funding. Salary range for this position is $67,881 to $94,270, salary commensurate with experience, plus benefits. This position will be open until filled. To apply, please go to the following link: https://aprecruit.berkeley.edu/apply/JPF01858. Applicants should submit required documents: a cover letter and curriculum vitae. Applicants should also provide contact information for three references. Letters of reference are not required at this time. We will seek your permission before contacting your references. 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: http://apo.berkeley.edu/evalltr.html.

Please address inquiries to Ethan Rarick, Institute of Governmental Studies, University of California Berkeley, erarick@berkeley.edu.

UC Berkeley has an excellent benefits package as well as a number of policies and programs to support
UC Berkeley has an excellent benefits package as well as a number of policies and programs to support employees as they balance work and family. The department is interested in candidates who will contribute to diversity and equal opportunity in higher education through their work.

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, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct.

JOB LOCATION
Berkeley, CA

LEARN MORE
More information about this recruitment: https://igs.berkeley.edu/

REQUIREMENTS

Document requirements
- Curriculum Vitae
- Cover Letter

Reference requirements
- 3 required (contact information only)

HOW TO APPLY

1. Create an ApplicantID
2. Provide required information and documents
3. If any, provide required reference information

Get started: press Apply Now

Apply now

Questions? Contact the hiring department (/apply/question/1807)
Already applied? Log in to your application (/apply/login)

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The University of California, Berkeley is committed to providing reasonable accommodations to applicants with disabilities (/accessibility).
