

Director of Development and Operations, Berkeley Center
for Law & Technology (7377U) - Berkeley Law
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=250606>

Downloaded On: Dec. 25, 2024 1:45am

Posted Dec. 18, 2024, set to expire Apr. 16, 2025

Job Title	Director of Development and Operations, Berkeley Center for Law & Technology (7377U) - Berkeley Law
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Dec. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Human Resources Fiscal Services Finance/Investment Management Administrative Support/Services
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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

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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 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

UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global import. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society.

The Berkeley Center for Law & Technology (BCLT) at the University of California, Berkeley is seeking

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a highly organized self-starter to fill the role of Director of Development and Operations. This is an exciting opportunity to join a dynamic team that works with faculty, students, law firms and leading tech companies to address cutting edge legal and policy issues posed by the internet and other rapidly changing technologies.

BCLT, a center within the UC Berkeley Law School, is widely recognized as providing the nation's #1 program in law and technology. Berkeley Law is known for its vibrant and engaged community of students and scholars who are committed to making a difference on problems of local, national and global import.

The Director of Development and Operations manages or performs the administrative and development services of an academic research center. Administrative services include activities in finance and budget management, marketing and fundraising, conceptualizing of events, IT, and human resources. General management includes long and short-range strategic planning in partnership with the Executive Director in determining the mission of the center as well as directing and supervising subordinate staff responsible for events and communications and student services.

Application Review Date

The First Review Date for this job is: November 22, 2024

Responsibilities

Plans and implements a complete fundraising program for law firm and corporate sponsors, including

- Develops and maintains relationships with sponsor representatives (including law firm sponsors, corporate sponsors, and advertising sponsors).
- Initiates and maintains communication with sponsor representatives.
- Coordinates Advisory Committee comprised of sponsor representatives.
- Identifies, cultivates, and solicits potential sponsors.
- Maintains sponsor database.

Develops and prepares budgets and financial reports for funding, which may be complex. Performs or supervises recharge administration, reconciliation, procurements, reimbursements, and expense allocation in compliance with UCB rules. Monitors actual income and expenses against budget throughout the year. Gathers, analyzes, prepares, and summarizes financial reports.

Manages, plans and administers a range of administrative operations in a small to mid-sized academic

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research center.

- Applies strong project management skills across all Center activities.
- Supervises assigned Center staff and student workers.
- Assigns tasks and ensures their successful completion.
- Reviews work practices and task allocations and proposes new strategies for consolidating and/or reorganizing workflow to achieve efficiency and manage resources.
- Engages in professional development and training opportunities as needed.
- Performs additional duties as assigned.

Coordinates and participates in a variety of human resources activities including recruitment, employment, training, classification, scheduling, and ensuring the completion of forms and documents related to HR and Payroll for unit/department. Reviews and approves timesheets and prepares employee evaluations and other HR reports.

Assists in the planning and execution of an extensive schedule of complex events.

- Provides assistance on events and student activities as needed.
- Interacts with sponsors and partners on co-sponsored or co-branded events.

With Executive Director and Assistant Director for Communications and Events, develops strategies for outreach to all constituents. Assists in the design and drafting of organizational website content; newsletters and correspondence to Center constituents.

- Supervises maintenance of Salesforce database of all contacts, sponsor participation, and event attendance, for tracking and reporting purposes; ensures Center is taking full advantage of Salesforce's capabilities to manage constituency relationships.

Required Qualifications

- Thorough knowledge of and/or ability to quickly learn University rules and regulations, processes, protocols and procedures for budget, account and fund management, personnel management.
- Thorough knowledge of law firm recruiting and marketing/business development practices.
- Thorough knowledge of channels used by advertising sponsors.
- Thorough knowledge of financial analysis and reporting techniques, human resources policies and procedures for staff and academic employees.
- Knowledge of a variety of administrative operations activities such as events planning, basic fundraising processes, accounting and payroll, and contracts and grants regulations and

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guidelines.

- Competency with Salesforce and ability to use it strategically for relationship management.
- Excellent interpersonal communication skills to include verbal and written, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Strong leadership and team-building skills
- Strong skills in short term planning, analysis and problem-solving and customer service.
- Strong political acumen and the ability to use discretion and sound judgment in managing sensitive information and in responding to issues and concerns.
- Ability to maintain sensitive and confidential information.
- Strong attention to detail.
- Ability to attend evening and weekend events as required.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Must be 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.
- Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Knowledge of and/or ability to learn common University-specific computer application programs.

Salary & 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

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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 \$95,000.00 - \$102,500.00.

- This is an exempt, monthly paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

Other Information

This is not a visa opportunity.

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.

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



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

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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