

Project Director, Democracy Policy Initiative (7399U) -
78970
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259333>

Downloaded On: Jul. 17, 2025 12:57pm

Posted Jul. 16, 2025, set to expire Nov. 1, 2025

Job Title	Project Director, Democracy Policy Initiative (7399U) - 78970
Department	Goldman School of Public Policy
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Graphic Design/Marketing Communications/Public Relations
Apply Online Here	https://apptrkr.com/6359831

Apply By Email

Job Description

Image not found or type unknown



Project Director, Democracy Policy Initiative (7399U) - 78970

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.

Project Director, Democracy Policy Initiative (7399U) -
78970
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259333>

Downloaded On: Jul. 17, 2025 12:57pm

Posted Jul. 16, 2025, set to expire Nov. 1, 2025

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.

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

Founded in 1969, the Goldman School of Public Policy (GSPP) embodies the intellectual rigor, entrepreneurial spirit, public mission, and social commitment characteristic of UC Berkeley. As a professional school of public policy grounded in scholarly practice, we mobilize the rich intellectual resources of the campus to provide a transformational academic and cultural experience that instills standards of excellence and a deep sense of pride in one's work, learning community, peers, and academic home. GSPP consistently ranks among the top policy schools in the country, currently #1 in policy analysis and social policy according to U.S. News and World Report. GSPP helped define the art and science of modern public policy and pioneered the data-driven, evidence-based approach that remains our hallmark. The school offers three graduate degree programs, a doctoral program, an undergraduate minor, and several concurrent degrees. Goldman School faculty represent the top researchers in their respective fields-including economics, political science, law, social psychology, and engineering-and their expertise ranges from education policy to racial profiling to clean energy. Fundamental to GSPP's success is our culture, shaped by individuals from across the globe whose diverse perspectives and life experiences enrich our community. GSPP students, faculty, and staff are characterized by high quality work, exceptional talent and creativity, broad experience, and a shared commitment to our public mission, which is always at the forefront.

Position Summary

In 2024, the Goldman School of Public Policy (GSPP) launched our Democracy Policy Initiative (DPI),

Project Director, Democracy Policy Initiative (7399U) -
78970
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259333>

Downloaded On: Jul. 17, 2025 12:57pm

Posted Jul. 16, 2025, set to expire Nov. 1, 2025

a multi- year effort to institutionalize democracy policy as a field and create a hub for interdisciplinary academic research, curriculum development, community partnerships, knowledge exchange, innovative policy solutions, and real-world problem solving. This initiative leverages UC Berkeley's expertise, methods, networks, and values to strengthen and uphold U.S. democratic institutions and practices so they can reflect and serve all people. The core activities of the initiative fall into four overlapping areas: Collaborative Research, Teaching and Curriculum Development, Public Messaging and Trust Building, and Changemaker Engagement, with a special focus on California.

The DPI Project Director is a new, one-year contract position (with possibility of renewal) responsible for overseeing strategic activities and relationships that advance the initiative's goals. The role includes a mix of project management, event planning, communications and strategic messaging, coordinating and disseminating research, program development, administration, and operations. The ideal candidate has an entrepreneurial spirit, is open to learning and feedback, and has extensive experience working at the intersection of public policy, democracy, innovation, and academic research. We are seeking an exceptional individual who has a proven track record managing programs and effectively bridging various divides (ideological, disciplinary, identity based, sectoral) to create collaborative and mutually beneficial partnerships and who can hit the ground running.

Application Review Date

The First Review Date for this job is: 07/11/2025.

Responsibilities

- Planning, designing, and executing strategic events and meetings.
- Managing website content and strategic communications, including maintaining an editorial calendar and producing content.
- Identifying and pursuing new funding and growth opportunities, including representing the initiative to external stakeholders, donors, and high-level leaders, developing mutually beneficial partnerships that increase impact and/or bring additional resources to the school, and working with the GSPP development team to create proposals and solicitations for potential funders.
- Supporting faculty and other DPI activities, including stewarding DPI funders and Advisory Council members and drafting reports; coordinating DPI capstones, internships, and other opportunities for students to engage in learning and real-world problem solving; supporting the success of the Democracy Fellows and other DPI programs.
- Participating in budget conversations to ensure financial oversight and accountability.
- Facilitating interdisciplinary collaboration among faculty and external constituents.
- Helping to assess the effectiveness of the initiative and its programs; recommending changes to

**Project Director, Democracy Policy Initiative (7399U) -
78970**
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259333>

Downloaded On: Jul. 17, 2025 12:57pm

Posted Jul. 16, 2025, set to expire Nov. 1, 2025

the initiative's content, structure, and strategy.

- Other duties as assigned; may require occasional evening and weekend work.
- Must complete mandatory training, as identified by the incumbent's supervisor and the Berkeley campus.

Required Qualifications

- Demonstrated experience designing and producing public programs and events involving multiple stakeholders, including VIPs.
- Advanced persuasive oral and written communication skills; demonstrated experience and ability to communicate effectively, including empathetic listening, presentations and public speaking.
- Ability to use discretion and maintain all confidentiality.
- Advanced ability to work collaboratively with internal and external peers and managers, and act persuasively in sensitive situations; skills in conflict management.
- Thorough knowledge of organizational or initiative processes, protocols and procedures.
- Demonstrated organizational skills sufficient to prioritize, form strategic plans, and build a program from inception to operation.
- Demonstrated ability to work in both a leadership role and in an implementation role as part of a high-functioning team, exhibiting political acumen and strong interpersonal skills.
- Knowledge of administrative, budgetary, human resources and financial principles and practices, e.g. in business contract and hiring negotiations; and applying and interpreting a broad range of University policies and procedures.
- Advanced analytical/problem-solving skills.
- Demonstrated experience in building strategic partnerships and working with academic, community, and government partners.
- Experience working in a relevant higher education environment.
- Advanced ability to effectively interact with a broad community of faculty, researchers, scientists, industrial partners, program/center managers, staff, students, and funding agencies.
- Advanced ability to think creatively and independently on concepts requiring advanced analytical skills.
- Advanced interpersonal skills and experience successfully navigating unprecedented situations.
- Advanced experience successfully executing fundraising and donor cultivation activities.
- Professional demeanor, attention to detail, ability to act decisively.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience with graphic design, website content management, strategic communications, and

Project Director, Democracy Policy Initiative (7399U) -
78970

University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259333>

Downloaded On: Jul. 17, 2025 12:57pm

Posted Jul. 16, 2025, set to expire Nov. 1, 2025

development of program collateral a plus.

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 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 annual salary that the University reasonably expects to pay for this position is \$95,000.00 - \$140,000.00.

- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

Project Director, Democracy Policy Initiative (7399U) -
78970
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259333>

Downloaded On: Jul. 17, 2025 12:57pm

Posted Jul. 16, 2025, set to expire Nov. 1, 2025

SB 791 and AB 810 Misconduct Disclosure Requirement: 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 or federal law.

To apply, visit

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

Contact Information

Project Director, Democracy Policy Initiative (7399U) -
78970

University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259333>

Downloaded On: Jul. 17, 2025 12:57pm

Posted Jul. 16, 2025, set to expire Nov. 1, 2025

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

Contact

N/A

University of California, Berkeley

,