

**Director of Partnerships (6300U) 80039**  
**University of California, Berkeley**

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Posted Jul. 31, 2025, set to expire Jun. 30, 2026

**Job Title** Director of Partnerships (6300U) 80039  
**Department** California Institute for Quantitative Biosciences  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jul. 31, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager  
Professional Staff

**Academic Field(s)** Research/Technical/Laboratory

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**Job Description**

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**Director of Partnerships (6300U) 80039**

**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

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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

The California Institute for Quantitative Biosciences - Central (QB3-C) promotes innovation and entrepreneurship in biosciences within the State of California. It is a cooperative effort between the state of California, private industry, venture capital, and the University of California campuses at Berkeley, San Francisco, and Santa Cruz. To stimulate discovery at the intersection of the physical and biological sciences, QB3-C promotes multidisciplinary research at world-class facilities including the Bakar Bio Labs and Bakar Labs for Energy and Materials incubators at UC Berkeley, creates innovative educational programs, and fosters industry partnerships in the areas of health, energy, and the environment.

## Application Review Date

The First Review Date for this job is: August 12, 2025

## Responsibilities

### Overview:

The Bakar Bio Labs Director of Partnerships manages the Bakar Labs Industry Affiliate Program and Tenant Enrichment Programming. The Bakar Bio Labs Industry Affiliate Program generates \$1M in annual funding for Bakar Bio Labs and creates enrichment programming for life science startups. At the direction of the Chief Operating Officer and the Bakar Labs Director and in collaboration with the Bakar Bio Labs Managing Director, the incumbent facilitates partnership development, maintains partner relationships, and tracks partner renewals and the Bakar Bio Labs facilities at UC Berkeley and

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will be responsible for developing an Affiliate Program for the new UCSF incubator opening in late 2028.

The Director manages all programs relevant to the Affiliate Program, including but not limited to advisory group meetings, partner office hours, the Bakar Bio Labs speaker series, partner communications (i.e., quarterly newsletters), and other partner events. Additionally, the Director manages and executes "Golden Ticket" programs for the Bakar Bio Labs, including sponsor recruitment, developing program timelines, managing the application process, and leading communications with the sponsor. The Director works in collaboration with the

Bakar Bio Labs Managing Director to manage the tenant selection process. The incumbent helps track and build potential tenant relationships with the goal of recruiting new startups to the incubator and plans monthly selection and recruitment committee meetings for Bakar Bio Labs. The Director reports to the Chief Operating Officer of Bakar Labs.

**Partner Recruitment & Renewal Management:**

- Manage outreach to and development of new external relationships and programs with industry partners.
- Manage recruitment of new industry partners in collaboration with Executive Director, COO, Managing Director and Lab Operations Manager.
- Work with VCRO and finance team to oversee renewal process for existing partners, ensuring agreements are renewed in a timely matter.

**Bakar Bio Labs Tenant Recruitment & Selection:**

- Work in collaboration with Bakar Bio Labs Managing Director to manage the Bakar Bio Labs tenant selection process with the goal of recruiting new startups to the incubator.
- Manage system to track the Bakar Bio Labs application process.

**Current Partnership Management:**

- Track all partner relationships.
- Develop and manage programs of interest and relevant to external partners.
- Manage programs to keep all partners regularly engaged. These programs may include, but are not limited to, advisory group meetings, partner office hours, the Bakar Bio Labs Speaker Series, partner communications, etc.
- Work with communications team to create and distribute quarterly newsletters for partners,

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providing updates on the incubator operations, tenants, and events.

**Tenant Enrichment Program:**

- Manage and develop tenant enrichment programs.
- Direct other events relevant to tenant enrichment and the affiliate program (i.e. Pitch Days, Investor Events, etc.)
- Develop content to promote the Speaker Series.
- Track and manage scheduling, expenses, event planning and speaker content.
- Track all building enrichment programming and report to Executive Director, COO and Board as appropriate.

**Affiliate Program Strategy:**

- At the direction of the COO, manage affiliate program strategy and planning. Includes affiliate tiers, cost, and allocated resources.
- Create an overarching industry affiliate strategy for the new biotech incubator at Mission Bay (opening in late 2028), including developing a communication strategy to begin reaching out to potential industry partners, leading to formal discussions with partners in 2027.

**Golden Ticket Program Management:**

- Recruit and direct Golden Ticket Programs for Bakar Labs.
- Manage sponsor recruitment.
- Develop program timelines.
- Work with Director of Communications to develop a communications strategy for the program.
- Manage relationship with Golden Ticket sponsor.
- Plans and executes finalist selection process and pitch day. Includes: managing finalist selection, overseeing pitch day scheduling, managing pitch day schedule and reception, working with the sponsor to ensure their goals are met.

**Advisory Group Meetings:**

- Coordinate Advisory Group meetings to bring together partners, scientific advisory board and selection committee.

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### **Required Qualifications**

- Advanced knowledge of the campus, its vision, mission, goals, objectives, achievements, issues of concern and infrastructure.
- Advanced knowledge of the biotech and life sciences field.
- Advanced knowledge of biotech, innovation and entrepreneurship in higher education.
- Advanced knowledge of practices and procedures associated with building and maintaining effective working relationships with industry partnerships.
- Advanced written, verbal, and interpersonal communication skills, including skill to produce information that is appropriately presented and effectively received by target constituencies.
- Active listening skills, including advanced critical thinking and analytical skills.
- Skill to recognize potential areas of constituency concern and address, resolve and / or mitigate problems or issues.
- Advanced project management skills, including skills to plan and implement successful events.
- Bachelor's degree in related area and / or equivalent experience / training

### **Preferred Qualifications**

Master's degree or PhD 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.

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 or hourly range that the University reasonably expects to pay for this position is \$110,850 - \$168,900

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- 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 position is eligible for up to 40% 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.

### **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 or federal law.

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**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](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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