

Director of Operations (7378U) 80712
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261974>

Downloaded On: Sep. 5, 2025 1:54pm

Posted Sep. 3, 2025, set to expire Jun. 30, 2026

Job Title Director of Operations (7378U) 80712
Department School of Journalism
Institution University of California, Berkeley
Berkeley, California

Date Posted Sep. 3, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff
Director/Manager

Academic Field(s) Human Resources
Finance/Investment Management

Apply Online Here <https://apptrkr.com/6526755>

Apply By Email

Job Description

Image not found or type unknown



Director of Operations (7378U) 80712

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

Director of Operations (7378U) 80712
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261974>

Downloaded On: Sep. 5, 2025 1:54pm

Posted Sep. 3, 2025, set to expire Jun. 30, 2026

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

The School of Journalism at UC Berkeley is widely regarded as one of the top journalism programs in the United States. The School offers a two-year Masters of Journalism degree to an enrollment of about 120 students at a time and a summer journalism minor serving another 300 undergraduates. The school's emphasis is on mastering a wide variety of communication techniques while learning the highest standards of responsible and enterprising journalism. There are approximately 15 senate and adjunct faculty members in the School and over 20 working journalists who serve as lecturers. The School employs approximately 30 career staff members that manage the academic functions of the School as well as ancillary revenue-generating programs.

The Investigative Reporting Program (IRP) is a newsroom and teaching institute housed within the School of Journalism that is dedicated to developing the next generation of investigative reporters. Through the IRP, student-reporters receive expert and intensive mentoring and editing, enabling them to produce some of the best investigative reporting in the country. By training journalists to learn by doing, the IRP launches the careers of young and diverse reporters, and plays a pivotal role in fortifying the future of investigative journalism.

Position Summary

The Director of Operations will operate with a high degree of knowledge, skill, autonomy and strategic expertise to oversee the full range of the IRP's operations in order to meet the programmatic goals and objectives of the organization. The Director of Operations is a key member of the IRP leadership team

Director of Operations (7378U) 80712
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261974>

Downloaded On: Sep. 5, 2025 1:54pm

Posted Sep. 3, 2025, set to expire Jun. 30, 2026

working collaboratively with the Chair of the IRP and its Managing Editor to advance the mission of the IRP and School.

Application Review Date

The First Review Date for this job is: 09/12/2025. For full consideration, please apply by 09/19/2025.

Responsibilities

The Director of Operations is a strategic thought partner and creative problem-solver, who provides expert advice, and works in close collaboration with the Chair and Managing Editor to strategize on how best to achieve the IRP and School's mission to train the next generation of journalists within its budget and resources.

- Manages relationships and communications with both established and prospective funders and donors. Conducts analysis on complex issues and recommends operational improvements.
- Prepares short- and long-range planning for administrative services operations and improvements to processes.
- Manages resources and ensures efficient processes.

Oversees all specific grants-, events- and project-related budgets, and tracks and coordinates payments made to and from other campus units or outside entities (such as publishing partners).

- Manages an operational budget of approximately \$1.5 million.
- Creates annual and multi-year budgets, from multiple funding sources. This includes long-range planning, analysis of budget implications on academic and administrative programming, and timely and efficient financial reporting and management, ensuring compliance with all campus, State and Federal regulations. Focuses on improving productivity, reducing costs, minimizing risk, and maintaining quality standards.
- Performs analysis to determine resource allocations on projects, project spending trends, and determine savings estimates based on changes to existing practices.

Supports all fundraising efforts through outreach, research, drafting and submitting proposals, coordinating with the School's Advancement team and campus development offices.

- Structures, oversees and tracks both programmatic outcomes and budgets related to grant activities.
- Monitors all gifts and grants to ensure funds are spent in accordance with donor/funder intent.

Director of Operations (7378U) 80712
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261974>

Downloaded On: Sep. 5, 2025 1:54pm

Posted Sep. 3, 2025, set to expire Jun. 30, 2026

- In coordination with the School's Advancement team, writes reports to grant makers and funders.
- Prepares financial analysis reports with projections to support both short- and long-term planning and strategic decision-making.

Oversees the budgeting, recruitment, hiring and on-boarding of contracted (temporary) professional staff and graduate student-reporters.

- Responsible for tracking expenditures, conducting financial analysis, and performing budget reconciliation.

Supports student recruitment efforts by preparing materials and participating in recruitment events. Provides guidance and support on business processes to graduate students.

- Hires, trains and supervises part-time student employees.

Oversees the IRP website and external presence in coordination with the School's communications team.

- Promotes IRP activities and stories published by or about IRP staff, students and intern-reporters. Coordinates with the School's communications team to publicize these accomplishments.
- Writes and/or drafts newsletters or alumni outreach emails.

Plays a key role in planning and overseeing events and convenings that support the mission of the IRP.

- Events may include fundraising events for potential donors, alumni events for past graduates of the program and symposia.

May supervise one to two full-time staff and one or more student employees.

Required Qualifications

- Advanced interpersonal skills including verbal and written communication.
- A skilled and effective communicator who can engage with a wide variety of campus staff, faculty, students, donors, publishing partners, etc., with an ability to use good judgement, discretion and maintain confidentiality.
- Advanced knowledge of and/or can quickly learn University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and/or personnel management.

Director of Operations (7378U) 80712
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261974>

Downloaded On: Sep. 5, 2025 1:54pm

Posted Sep. 3, 2025, set to expire Jun. 30, 2026

- Advanced interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Advanced knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Advanced knowledge of and/or can quickly learn common University-specific computer application programs.
- Ability to use discretion and maintain confidentiality.
- Advanced skills in short- and long-term strategic planning, analysis, problem-solving and customer service.
- Advanced knowledge of financial analysis and reporting techniques, and/or human resources policies and procedures for staff and academic employees.
- Bachelor's 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.

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 range that the University reasonably expects to pay for this position is \$91,500.00 - \$168,900.00.

- This is a 2-year, full-time (40 hours/week), contract appointment that is eligible for UC benefits with the possibility of extension.
- This is an exempt monthly-paid position.

How to Apply

Director of Operations (7378U) 80712
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261974>

Downloaded On: Sep. 5, 2025 1:54pm

Posted Sep. 3, 2025, set to expire Jun. 30, 2026

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

Other Information

- This is not a visa opportunity.
- 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.

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.

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

Director of Operations (7378U) 80712
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261974>

Downloaded On: Sep. 5, 2025 1:54pm

Posted Sep. 3, 2025, set to expire Jun. 30, 2026

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

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

Contact

N/A

University of California, Berkeley

,