

Deputy Director (7375U), Greater Good Science Center -  
82216  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=267943>

Downloaded On: Nov. 10, 2025 4:09pm

Posted Nov. 10, 2025, set to expire Jun. 30, 2026

|                             |                                                                                              |
|-----------------------------|----------------------------------------------------------------------------------------------|
| <b>Job Title</b>            | Deputy Director (7375U), Greater Good Science Center - 82216                                 |
| <b>Department</b>           | Greater Good Science Center                                                                  |
| <b>Institution</b>          | University of California, Berkeley<br>Berkeley, California                                   |
| <b>Date Posted</b>          | Nov. 10, 2025                                                                                |
| <b>Application Deadline</b> | Open until filled                                                                            |
| <b>Position Start Date</b>  | Available immediately                                                                        |
| <b>Job Categories</b>       | Associate/Assistant Director<br>Professional Staff                                           |
| <b>Academic Field(s)</b>    | Finance/Investment Management<br>Graphic Design/Marketing<br>Communications/Public Relations |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/6697952">https://apptrkr.com/6697952</a>                        |

**Apply By Email**

**Job Description**

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**Deputy Director (7375U), Greater Good Science Center - 82216**

**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.

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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

The Greater Good Science Center at UC Berkeley (GGSC) studies the psychology, sociology, and neuroscience of well-being and teaches skills that foster a thriving, resilient, and compassionate society. Over more than two decades, the GGSC has provided a bridge between scientists and the public, turning research findings into practical resources that support well-being for all. Since its founding, the GGSC has explored why and how to strengthen connections within families, schools, organizations, and communities, and it has highlighted the importance of building connections across group lines, offering practical strategies for overcoming bias and prejudice, expanding one's circle of care, and promoting belonging.

The GGSC's organizational culture prioritizes independence, rigor, social impact, and the well-being of its members. Staff members enjoy autonomy and flexibility while working in a culture that encourages teamwork, connection, and collaboration in service of our mission. The GGSC welcomes a diversity of experiences and perspectives to inform its work and strives to operate internally by the values that drive its public-facing programs: empathy, compassion, joy, forgiveness, appreciation, and cooperation. Recognizing that the science we cover has been shaped by systemic biases and inequities, we aim to address and correct for these prejudices whenever possible—a goal on which we elaborate on our [website](#).

## Position Summary

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As the GGSC's inaugural Deputy Director, this position will strengthen the center's staff and systems while deepening its impact on the world. Working closely with--and reporting to--the Executive Director, they will play a vital role in honing and executing on the center's strategy, tracking progress toward its goals, and helping to navigate change as necessary. They will also manage the GGSC's systems to support its budgeting, accounting, fundraising, internal communications, and daily operations, and they will support collaboration among the center's varied and growing programs so they can continue to flourish. Their role will involve collaborating with teams across the GGSC, in addition to the Executive Director. They will supervise the Operations, Marketing, and Development directors.

The ideal candidate has strong management and interpersonal skills, coupled with a strategic and resourceful mindset. They must also have a passion for helping mission-driven organizations achieve their goals--and a particular passion for the GGSC's mission to transform the science of well-being into actionable insights, stories, and tools for a meaningful life and a more connected, compassionate world. A background in journalism/media or other public engagement programs (e.g., public events or online courses) is a plus.

### **Application Review Date**

The First Review Date for this job is: 11/17/2025.

### **Responsibilities**

#### **Internal Systems Management**

- Provide oversight and strategic direction for the GGSC's budgeting and accounting processes, supervising the Operations Director and collaborating with the Executive Director to refine these systems for greater efficiency.
- Strengthen systems for internal communication--including the sharing of key documents, contacts, program updates, and policies--to support the GGSC's overall performance.
- Strengthen systems to highlight the center's ongoing impact, drawing on evidence collected by program staff, which will be featured in external communications, such as the GGSC's website and annual report, coordinating with and supervising the Marketing Director.
- Align GGSC systems with UC Berkeley's administrative systems to promote efficiency.

#### **Financial Management**

- Lead the annual budgeting process and year-end analysis of the GGSC's budget vs. actual expenses, collaborating with the operations team, Executive Director, and UC Berkeley

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administrative staff.

- Work with program directors to set the budgets for their programs, including relevant costs and sources of revenue.
- Provide guidance in creating budgets, budget narratives, and project descriptions for grant proposals, working with program directors, the Development Director, and the Executive Director.
- Track expenses and metrics against those proposals to make sure they are consistent with the GGSC's organizational goals and commitments to funders and other partners, working with program directors.
- Participate in preparation of financial reports for grants, in collaboration with program directors and supervision of the Development Director.

#### Organizational Strategy and Development

- Collaborate with the Executive Director to hone organizational goals and strategy and track metrics of success, adapting in response to new challenges and opportunities.
- Facilitate communication and collaboration among program directors to ensure that their goals and activities are streamlined, synergistic, and aligned with the GGSC's broader strategic direction.
- Provide strategic oversight and guidance on new funding and revenue opportunities for the center, supervising the Development Director and collaborating with the Executive Director and program directors to identify and pursue sustainable growth activities.
- Plan and lead monthly program directors' meetings.
- Participate in regular GGSC staff meetings and annual staff retreat.

#### Required Qualifications

- At least five years of experience in a leadership role at a nonprofit or other mission-driven organization.
- At least five years of experience in a team management/supervisory role.
- Exceptional written, verbal, and interpersonal communication skills.
- Excellent financial management skills and extensive experience managing budgets and financial reporting.
- Extensive experience developing and refining organizational systems.
- Strong analytical, project management, and systems management skills.
- Skill in supporting a healthy team culture that promotes belonging, respect, appreciation, clear communication, and the well-being of its members while maintaining a commitment to social impact.

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- Proficiency with the Microsoft Office suite, Google Workspace, and virtual presentation platforms (e.g., Zoom).
- Commitment to the Greater Good Science Center's mission.
- Ability to reliably travel to and from the GGSC office as needed and other designated sites as required to fulfill job responsibilities.
- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- Experience working in a university setting or similar organization.
- Experience working in journalism/media production or other forms of public education.
- Ability to think strategically about organizational growth, impact, and sustainability, navigating opportunities and challenges.
- Experience in external relations, including in marketing/communications and/or fundraising/development.
- Strength in recruiting, managing, developing, coaching, and retaining individuals and teams.
- Experience developing business plans.
- Knowledge of positive psychology, the science of well-being, or related scientific disciplines.

### 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 \$125,000.00 - \$135,000.00.

- The role will begin with funding for three-years, with the goal of securing additional funding to

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extend well beyond that.

- This is an exempt monthly-paid position.

### How to Apply

- To apply, please submit your resume and cover letter as a single PDF.

### Other Information

- This is not a visa opportunity.
- This position is eligible for hybrid-remote working arrangements. 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](#)

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[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](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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